WARNING!

Do not under any circumstances attempt to remove the machine covers or attempt to repair the IJ40/50/60. There are no operator serviceable parts thereunder.

The IJ40/50/60 product is licensed for use under the conditions of the Post Office. This license is issued subject to the product being secure at all times. Any removal of covers or dis-assembly of the product will result in the license being revoked and may result in the Post Office requesting Neopost to remove the product from use. The ink cartridge system used within the IJ40/50/60 contains Post Office approved ink. This cartridge should not be tampered with in any way or the use of non approved inks be undertaken. This will breach any Post Office licence agreement on the product and may result in the Post Office requesting Neopost to remove the product from use.

FCC COMPLIANCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

MODEM APPROVAL REQUIREMENTS

This equipment contains a modem which has been approved for connection to analog public switched telephone networks. However, due to differences between individual telephone networks provided in different areas, the approval does not, of itself, give an unconditional assurance of successful operation on every network termination point.
In the event of problems, you should contact your equipment supplier in the first instance.

INSTALLATION

The power plug on this equipment is intended to serve as the device for isolation of the electrical supply. The equipment should be installed in close proximity to an easily accessible grounded power supply and analog telephone socket.

WARNING: FOR SAFETY THIS EQUIPMENT MUST BE GROUNDED

The IJ40, IJ50 and IJ60 Mailing Machines have been designed to meet the safety requirements of UL1950. The peripheral interfaces meet the SELV requirements of that standard, therefore in order to maintain the level of safety provided by the IJ40, IJ50 and IJ60, the interface of any equipment connected to the IJ40, IJ50 and IJ60 interfaces must also meet the SELV requirements of UL1950. No part of this document may be reproduced or transmitted in any form or by means, electronic or mechanical, for any purpose without the express written permission of Neopost Inc.

WELCOME

Congratulations on choosing the Neopost IJ40/50/60 mailing system. The IJ40/50/60 is the result of the expertise and innovative capabilities of the worldwide Neopost group and, using ink jet technology, it will integrate into your working environment to enhance your mail processing operation.

The IJ40/50/60 has many capabilities that will be important to your business:
As well as being productive (up to 6600 items per hour), the IJ40/50/60 is designed to be a user friendly machine that can fit into any working environment with its innovative and attractive design, simple user settings and very low noise level. The high volume capacity and sealed inker makes it easy and safe to handle, and the user interface is particularly clear with a graphic interface and 5 memories to store favourite jobs.

The IJ40/50/60 is adaptable and as such can handle many different types of mail up to 3/8" thick. The optional feeder can be used to process, in a continuous cycle, items of sizes ranging from DL to C4 and up to 1/4" thickness. For thicker mail items or packages, adhesive labels can be automatically dispensed.

The IJ40/50/60 is connectable. It can exchange data with Neopost scales and printers in order to provide optimal mail processing and reporting.

Finally, the IJ40/50/60 is a unique communication tool for your company. Its high quality printing combined with its integrated library of message/adverts, mini dies and free format text will afford you extra tools to enhance your company's image and the impact of your mail.

3

4

CONTENTS

Special icons

Signals an essential piece of information that cannot be missed.

Signals an important issue.

Indicates an interesting idea or trick

Illustration through an example

8

1. INSTALLATION

1.1 Introduction

Your IJ40/50/60 should be installed on a flat horizontal surface adjacent to easily accessible power and telephone line outlets.

Allow sufficient free space as follows:
- above the machine to enable opening of the covers.
- at the rear of the machine for cooling.

The power plug on this equipment is intended to serve as the device for isolation of the mains supply, where possible it is advisable to connect to a switched power outlet.

Please do not connect your IJ40/50/60 Mailing machine to the power outlet until you have attached the accessories.

1.2 Fitting the Moistener Unit Wick

First remove the moistening wick from its packaging.
Before fitting ensure that the wick is thoroughly wetted.
Raise the brush, then take the wetted wick and feed into the water trough as shown.
Lower the brush into place.

1.3 Attach the Moistener Unit/Platform Infill to the Plain Platform

When attaching the Moistener Unit/ Platform Infill to the Plain Platform, ensure that the Tabs and Slots interlock as illustrated.

10 Installation
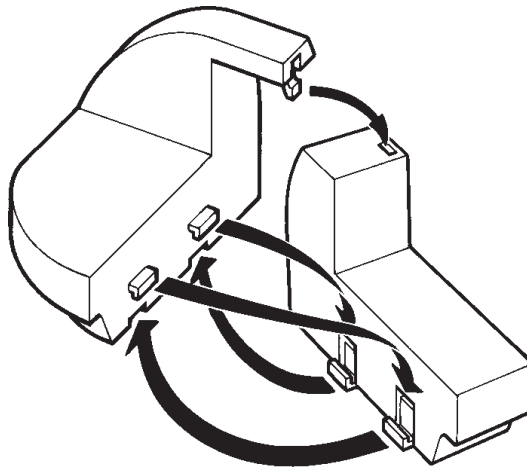
1.4 Attach the Moistener/Platform Infill to the Autofeed

If an Autofeed is to be fitted, first attach the Moistener Unit/Platform Infill to the Autofeed ensuring that the slots on the Autofeed fit tightly over the tabs on the Moistener Unit/Infill Platform as illustrated.
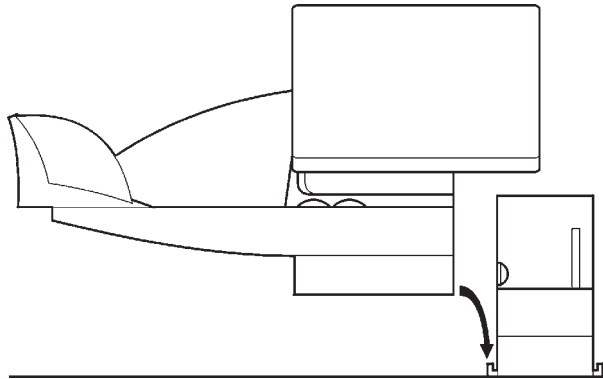
1.5 Attach the IJ40/50/60 to the Hand Feed Platform or Autofeed

Lower the IJ40/50/60 into position so that the slots fit over the tabs as illustrated.

Installation   *11*
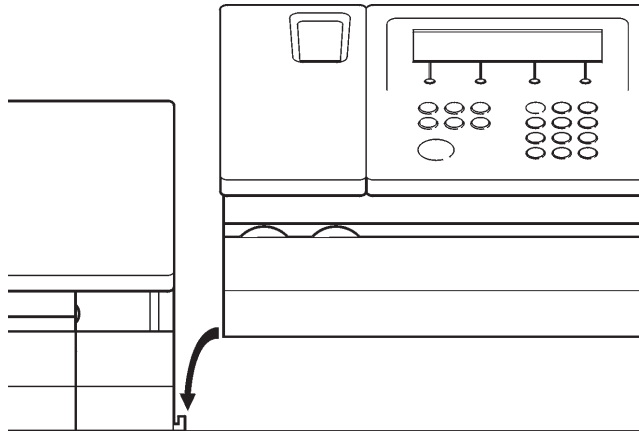
1.6   Attach the Weigh Platform & Support (Option)

Sufficient cable has been provided with your weigh platform to enable the unit to be placed on the desk adjacent to the postage meter if this is preferred.
Position the weigh platform on its support. Excess cable can be loosely coiled under the support.
Position the Support Platform so that the pins on the underside fit into the locating points on the rear casing of the IJ40/50/60.
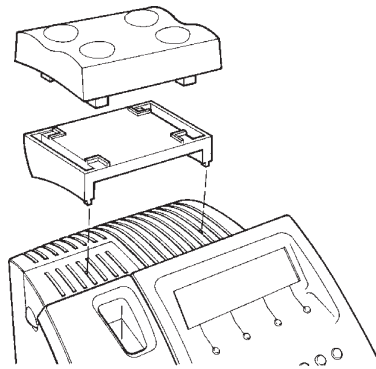
1.7   Fill the Label Dispenser

Tab

Printing
Surface

1.8   Machine Connections

Weigh Platform/Scale Connection (Option)

Autofeed Connection (Option)
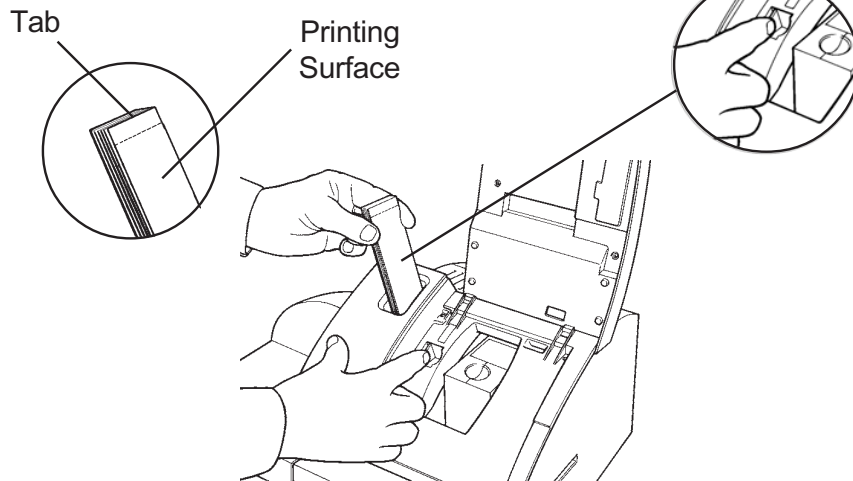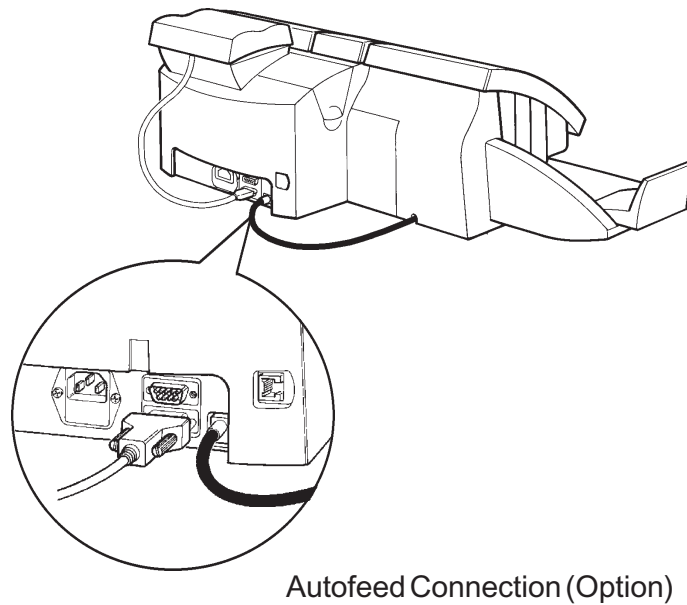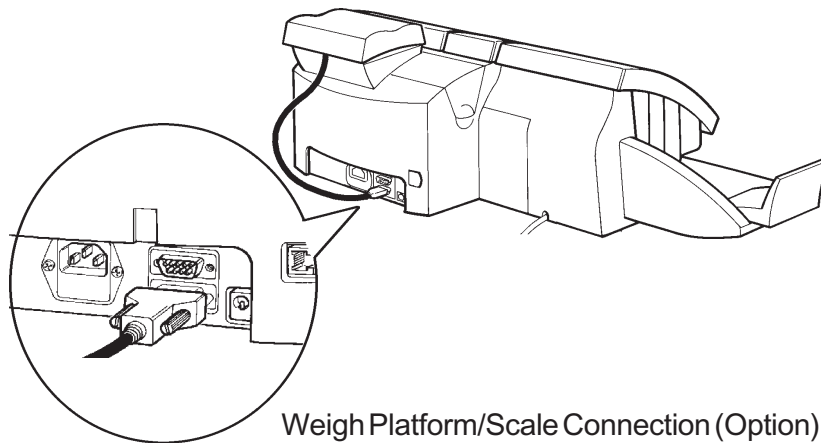
1.9   Machine Connections (continued)

Telephone Connection

Power Cord Connection

14   Installation
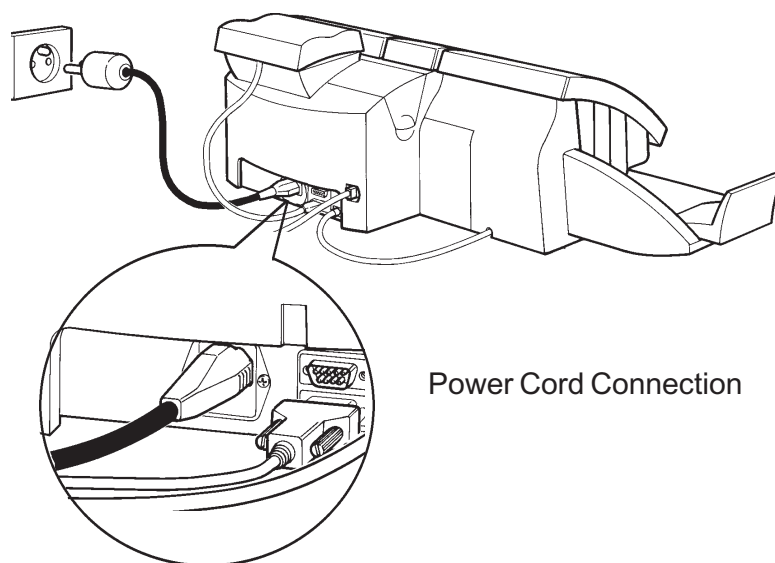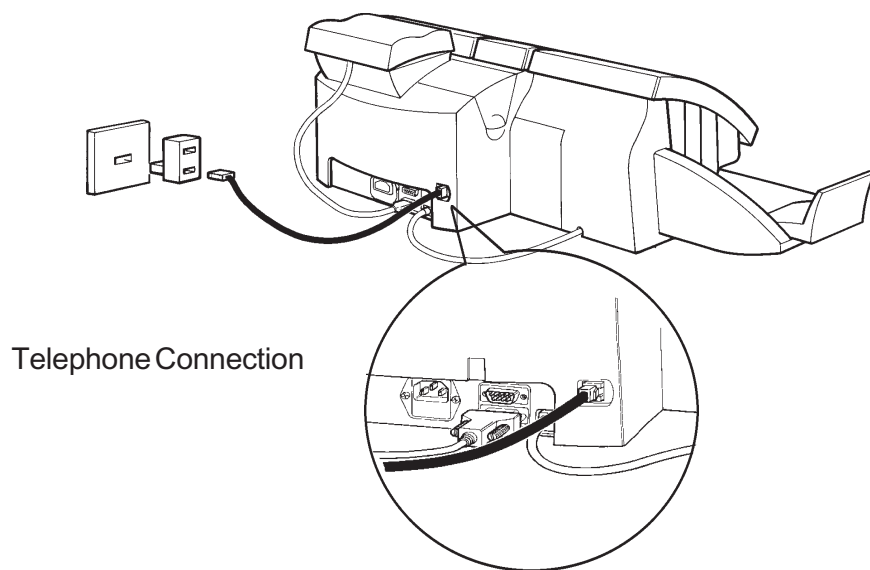
1.10 Position Receiving Tray
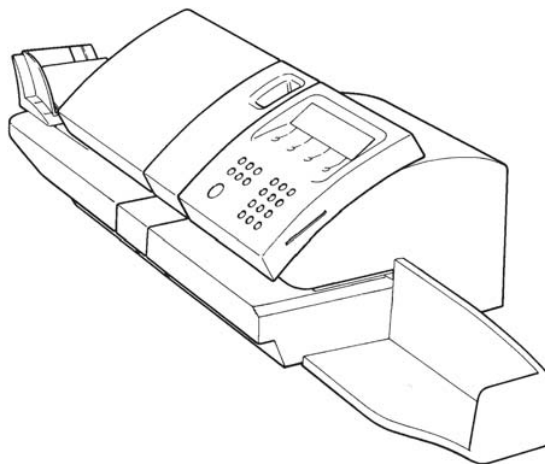
1.11 Filling the Moistener Unit Reservoir

For safety, always disconnect the postage meter from the power supply when filling the moistener reservoir, keep the postage meter top cover closed and take care not to spill sealing solution onto the machine.

Open the reservoir compartment and fill with Neoseal sealing solution.
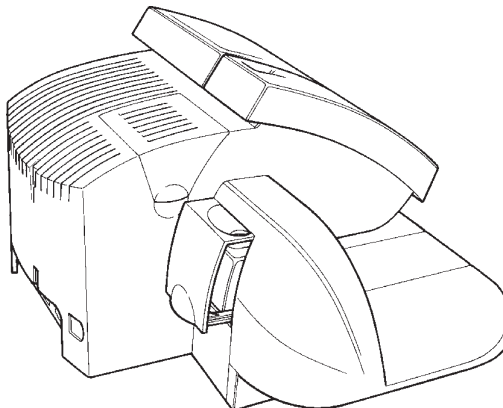
Close the reservoir compartment.

1.12 Differential weighing (optional) activation

- In user mode, press 🔟 , the below screen will be displayed:

```
                    NO ACTIVATION CODE FOR
                        xxxxxxxxxx
    ⚠

                                                    OK
```
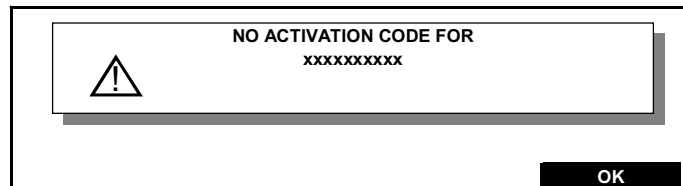
(where xxxxxxxxxx is the machine number).

- Press ▇ OK ▇ , then 🔒 and ▇ SUPERVIS ▇ to enter in supervisor mode.

- Select "SETUP" and press ▇ OK ▇ ; the following menu is displayed:

```
SETUP

   1   HIGH VALUE                        $ 10.00$^0$
   2   LOW CREDIT                        $ 50.00$^0$
   3   TIME                              15:37
   4   SLEEP MODE                        5
 ▼ 5   MOTOR TIMEOUT                     SHORT
   ESCAPE          ▲              ▼              OK
```
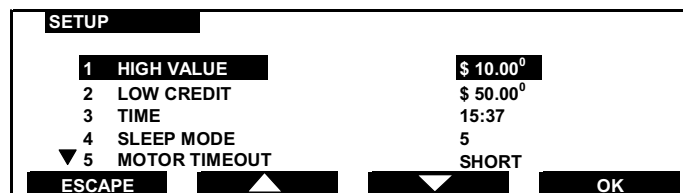
- Select "14 WP FEATURE" (by pressing ▇ ▲ ▇ or ▇ ▼ ▇ , or entering 14), and press ▇ OK ▇ ; the following menu is displayed:

```
WP FEATURE

     1   ACTIVATION CODE
     2   GEOGRAPHIC CODE
     3   ROUNDING MODE              POSTAL


   ESCAPE          ▲              ▼              OK
```
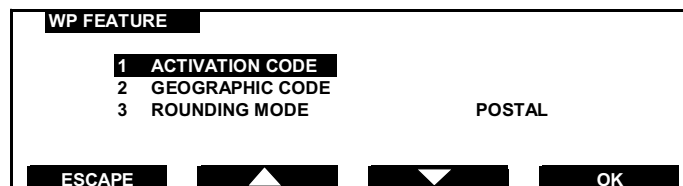
👉 *The ROUNDING MODE doesn't exist if the WP is not activated.*

- Select "ACTIVATION CODE" and press ▇ OK ▇ .
- Enter the activation code printed onto the licence leaflet provided with the weigh platform with numeric keypad, and press ▇ OK ▇ . The following screen will be displayed:

16 Installation

```
                    ┌─────────────────────────────────────┐
                    │   DIFF WEIGH ACTIVATED              │
                    │   xxxxxxxxxx                        │
                ⚠   │                                    │
                    │                                    │
                    │                              ┌──────┤
                    │                              │  OK  │
                    └──────────────────────────────┴──────┘
```
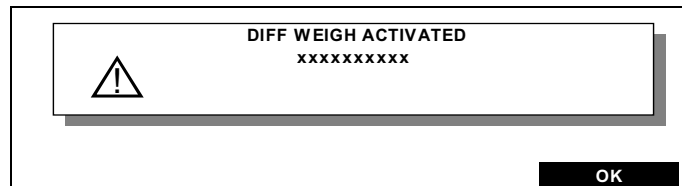
- Press   OK .
- Now, select "GEOGRAPHIC CODE" in the "WP FEATURE"
  screen and press   OK .
- Locate your town on a map, read the latitude and the altitude, and
  find the geographic code in the table 2 pages farther.
- Enter this code.

> ***Washington's latitude is between 39° and the 40°, and the
> altitude is under 650 ft, so the code is 10528.***

- Now, select "ROUNDING MODE" in the "WP FEATURE" screen
  and press   OK .
- Select RETAIL OR POSTAL and press   OK .
- Press   ESCAPE   three times to return to the basic screen.

18 Installation
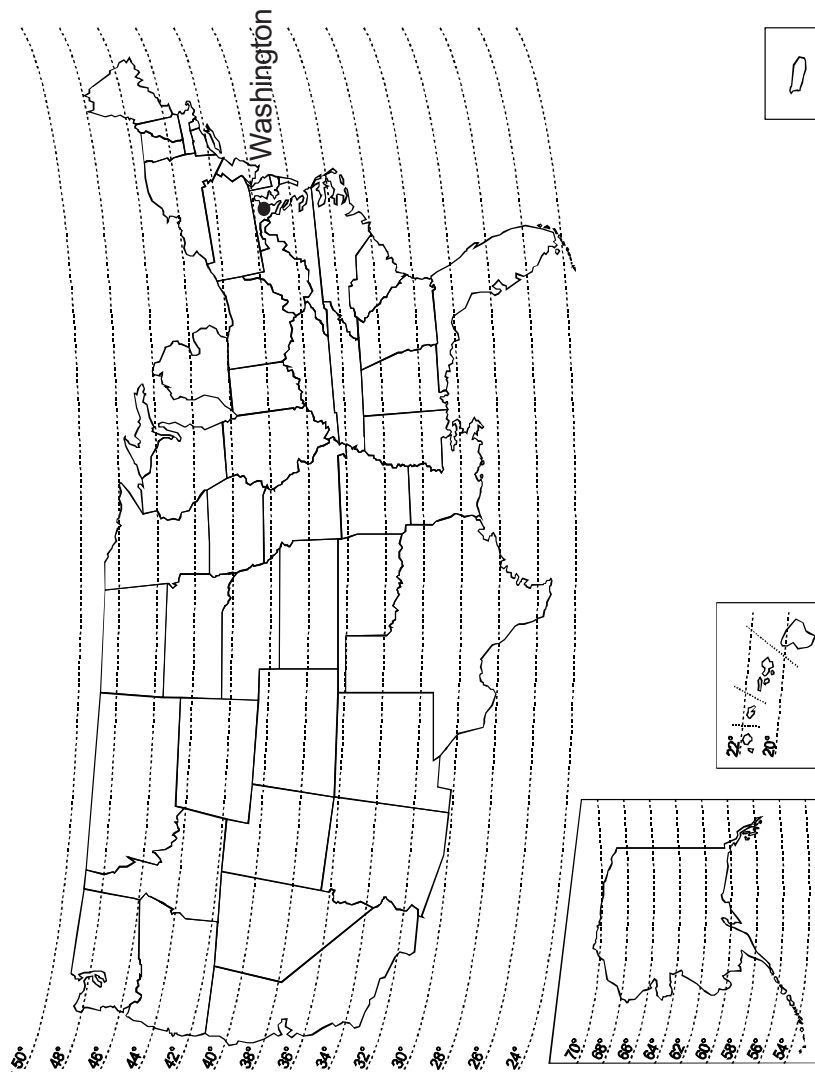
Altitude

Latitude	0 m / 0 ft	200 m / 650 ft	400 m / 1300 ft	600 m / 1950 ft	800 m / 2600 ft	1000 m / 3300 ft	1200 m / 3950 ft	1400 m / 4600 ft	1600 m / 5250 ft	1800 m / 5900 ft
20 °	10764	10771	10788	10795	10801	10818	10825	10832	10849	
21 °	10757	10764	10771	10788	10795	10801	10818	10825	10832	
22 °	10740	10757	10764	10771	10788	10795	10801	10818	10825	
23 °	10733	10740	10757	10764	10771	10788	10795	10801	10818	
24 °	10726	10733	10740	10757	10764	10771	10788	10795	10801	
25 °	10719	10726	10733	10740	10757	10764	10771	10788	10795	
26 °	10702	10719	10726	10733	10740	10757	10764	10771	10788	
27 °	10696	10702	10719	10726	10726	10733	10740	10757	10764	
28 °	10672	10689	10696	10702	10719	10726	10733	10740	10757	
29 °	10665	10672	10689	10696	10702	10719	10726	10733	10740	
30 °	10658	10665	10672	10689	10696	10702	10719	10726	10726	
31 °	10634	10641	10658	10665	10672	10689	10696	10702	10719	
32 °	10627	10634	10641	10658	10665	10672	10689	10696	10702	
33 °	10610	10627	10634	10641	10658	10665	10665	10672	10689	
34 °	10597	10603	10610	10627	10634	10641	10658	10665	10672	
35 °	10580	10597	10603	10610	10627	10634	10641	10658	10665	
36 °	10566	10573	10580	10597	10603	10610	10627	10634	10641	
37 °	10559	10566	10573	10580	10597	10603	10610	10627	10634	
38 °	10542	10542	10559	10566	10573	10580	10597	10603	10610	
39 °	**10528**	10535	10542	10559	10566	10573	10580	10597	10603	
40 °	10511	10528	10528	10535	10542	10559	10566	10573	10580	
41 °	10498	10504	10511	10528	10535	10542	10559	10566	10573	
42 °	10481	10498	10498	10504	10511	10528	10535	10542	10559	
43 °	10467	10474	10481	10498	10504	10511	10528	10535	10542	
44 °	10450	10450	10467	10474	10481	10498	10504	10511	10528	
45 °	10436	10443	10450	10467	10474	10481	10498	10504	10511	
46 °	10429	10429	10436	10443	10450	10467	10474	10481	10498	
47 °	10405	10412	10429	10436	10443	10450	10467	10474	10481	
48 °	10399	10399	10405	10412	10429	10436	10443	10450	10467	
49 °	10375	10382	10399	10405	10412	10429	10436	10443	10450	
50 °	10368	10368	10375	10382	10399	10405	10412	10429	10436	
51 °	10344	10351	10368	10375	10382	10399	10405	10412	10429	
52 °	10337	10344	10344	10351	10368	10375	10382	10399	10405	
53 °	10313	10320	10337	10344	10351	10368	10375	10382	10399	
54 °	10306	10313	10320	10337	10344	10344	10351	10368	10375	
55 °	10283	10290	10306	10313	10320	10337	10344	10351	10368	
56 °	10276	10283	10290	10306	10313	10320	10337	10344	10351	
57 °	10252	10269	10276	10283	10290	10306	10313	10320	10337	
58 °	10245	10252	10269	10276	10283	10290	10306	10313	10320	
59 °	10238	10245	10252	10269	10276	10283	10290	10290	10306	
60 °	10214	10221	10238	10245	10252	10269	10276	10283	10290	
61 °	10207	10214	10221	10238	10245	10252	10269	10276	10283	
62 °	10191	10207	10214	10221	10238	10245	10252	10269	10276	
63 °	10184	10191	10207	10214	10221	10238	10245	10252	10252	
64 °	10177	10177	10184	10191	10207	10214	10221	10238	10245	
65 °	10153	10160	10177	10184	10191	10207	10214	10221	10238	
66 °	10146	10153	10160	10177	10184	10191	10207	10214	10221	
67 °	10139	10146	10153	10160	10177	10184	10191	10207	10214	
68 °	10122	10139	10146	10153	10160	10177	10184	10191	10207	
69 °	10115	10122	10139	10146	10153	10160	10177	10184	10191	
70 °										

Latitude

2. CONTROLS AND FEATURES

2.1 Introduction

The following pages detail the Controls and Features associated with your IJ40/50/60 Mailing machine, please take the time to read them carefully.

2.2 Machine

1.	**Display**	presents a visual indication of the machine set up andstatus.
2.	**Soft Keys**	keys with functions as depicted on the display.
3.	**NumericalKeypad & Function Keys**	enables the operator to access user functions.
4.	**Start/Stop Button**	used to Start/Stop the Machine.
5.	**Autofeed**	Automatic envelope feeder
6.	**Envelope Guide**	adjustable envelope guide.
7.	**Side Guide**	adjustable envelope guide.
8.	**Feed Platform**	provides a flat surface to assist feeding of mail.
9.	**Receiving Tray**	collects printed mail.
10.	**Weigh Platform**	in conjunction with the IJ40/50/60 will weigh and calculate postage for items up to 5 pounds
11.	**Weigh Platform Support**	supports the weigh platform and provides a cable tidy.
12.	**Precut Label Dispenser**	holds up to 50 labels.
13.	**Label Release Lever**	release to fill the Precut Label Dis penser.
14.	**Infill Unit**	standard supplied Infill Platform or optional Moistener Platform.
15.	**Memory Card Reader**	used to load new postage rate and customer data.
16.	**Ink Cartridge**	Ink Cartridge/Printing Head.
17.	**Power Input**	110- 120V AC 60Hz input.
18.	**Accessory Port**	connection for printer, PC connection.
19.	**Weigh Platform Connection**	connection for weigh platform or external scale.
20.	**Autofeed Connector**	connection for Autofeed Unit.
21.	**Telephone Socket**	enables connection to Postage-On-Call® Reset Center - analog phone line is required (same as standard fax machines)
22.	**Meter Cover**	may be removed to allow access to meter.

Controls and features   *21*

11   10   1   2   3

14   12   9

5

                                                            4

                        22   15

              12

8

13   16

17   18   19   20   21
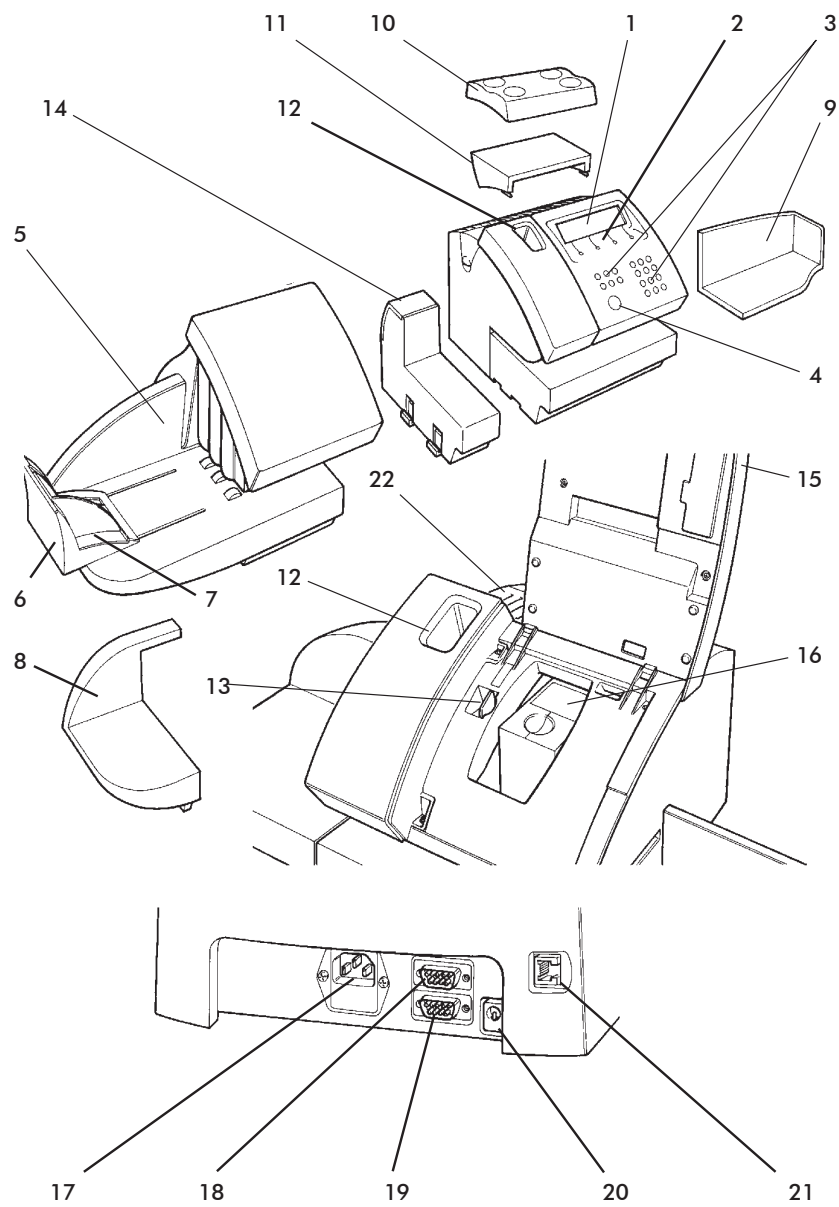
22   Controls and features

2.2.1 Display Panel

Text Message   Publicity Message   Rate Die   Date   Postage Value

Resource Level   Total Credit
Indicator

^{A}B$_C$ △▲△

$ 9.50^0

LOW INK

$150.20^0

03/19/02

MARKETING

| DEPARTME | MODE | IMPRINT |

Soft Keys

Function Keys

Numerical Keypad

M   MENU   ◯

⊟   🔒   🏛

7   8   9

4   5   6

1   2   3
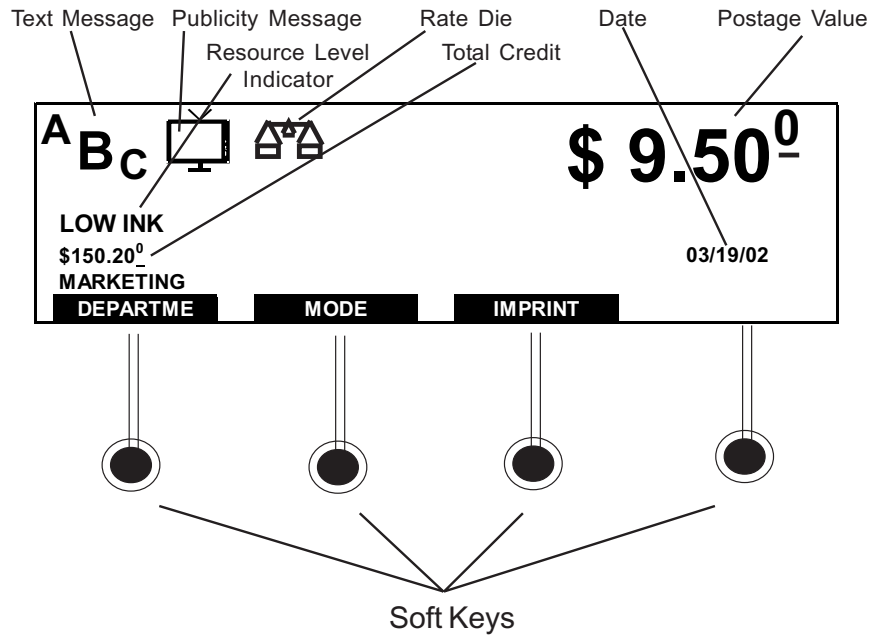
START
STOP

Envelope/Label Feed
Start/Stop Button

C   0   OK

Clear Key   Confirmation
Key

Controls and features   *23*

2.2.2 Function Keys

M Job Memory Key : Storing and recalling memorised jobs. (please refer to Memory functions)

Label Key : Label mode selection. (please refer to Printing labels)

MENU Menu Key : Access to Function Menu.

Lock : Return to Standby/Locking.

Funds Key : Access to Recredit. (please refer to Adding postage)

Weigh Platform Key : Weigh Platform Mode Selection (please refer to Printing with weigh platform)

3. PRINTING POSTAGE

3.1 Introduction

In order to achieve the best impression, your IJ40/50/60 requires an even surface on which to print, therefore on bulky or uneven items correct folding of the contents will help considerably. Use a label if in doubt.

It is sometimes unavoidable that your mail will contain staples, paper clips and other fixings. The machine will accept these, but it is recommended that the fixings are situated at the bottom of the envelope. This will avoid the risk of damage to your printing head. In the event that a satisfactory print cannot be achieved due to bulky contents (Max.3/8") the envelope should be treated as a packet and a label used.

It is recommended that the IJ40/50/60 is left powered on at all times. This will assist in maintaining print quality. In the event that you have to power the machine down, first press 🔒 to allow the machine to return to standby mode, then wait for approximately one minute to allow the ink cartridge to return to the park position before removing the power.

3.2 Getting started

3.2.1 Log On (Pin Entry Mode)

To enter **USER** mode from the Standby screen:

Press the ▮USER▮ key. The machine will enter Ready mode.
If the machine is protected by a **USER PIN**, the following screen will
be observed:
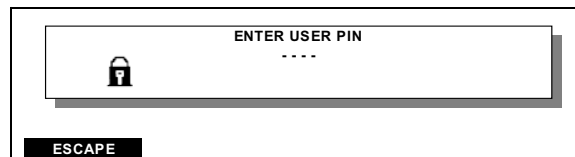
☞ *This number may be changed or removed by the supervisor,
please refer to Supervisor Settings.*

If the correct PIN is entered the Ready Mode screen will be observed.

If an incorrect PIN is entered the machine will continue to prompt for
USER PIN entry.
If an incorrect PIN is entered for eight or more attempts, the meter
will be locked, in this event please refer to Setting the User Status.

26   Printing postage

The Default Stamp Value is factory set to $0.00, to change this value, please refer to Supervisor Settings.

☞ *The machine is supplied with all departments set to OFF. In order to activate the departments, please refer to Departments Control.*

3.2.2   Departmental Operation

If your machine has been set for departmental operation a list of available departments will be observed:

```
┌─────────────────────────────────────────────┐
│ DEPT                                         │
│                                              │
│            1   MARKETING                     │
│            2   ACCOUNTS                       │
│            3   SALES                          │
│            4                                 │
│            5                                 │
│  ESCAPE         ▲           ▼          OK     │
└─────────────────────────────────────────────┘
```

Using the ▲ and ▼ keys, or an appropriate number key, select your department from the list and press OK to confirm. **If your department is protected,** you will be prompted to enter your Department PIN:

```
┌─────────────────────────────────────────────┐
│            ENTER DEPARTMENT PIN              │
│                 - - - -                      │
│         🔒                                   │
│                                              │
│  ESCAPE                                      │
└─────────────────────────────────────────────┘
```

Enter the PIN using the numerical keypad. If the PIN is correct the Department Ready screen will be observed:

```
┌─────────────────────────────────────────────┐
│                            $0.00$^{0}$       │
│                                              │
│ $150.20$^{7}$                    03/19/02    │
│ MARKETING                                    │
│      DEPT         MODE       IMPRINT         │
└─────────────────────────────────────────────┘
```

Printing postage   *27*

If not you will be prompted to try again. (The Department PIN is not the same as the User PIN. The Department PIN may be changed or removed by the supervisor, please refer to page Departments control).

If your department is not protected, you will not be prompted to enter the Department PIN and the **Department Ready** screen will be observed.

3.2.3 How To Select a Postage Value

Using the numerical keypad, enter the required postage, (e.g. 95 cents press ⑨ ⑤)the value display will flash:

$\$0.95^0$

$\$150.20^7$
MARKETING
ESCAPE   OK

If an incorrect value is entered, press ESCAPE and enter the correct value.

To confirm the value, press OK, the following display will now be observed.

$\$0.95^0$

$\$150.20^7$ 03/19/02
MARKETING
DEPT   MODE   IMPRINT

☞ *The* DEPARTME *icon will only be present if the machine is set for departmental operation.*

Low Credit

When machine credit falls below or equal to the low credit level, the **LOW CREDIT** indicator will be observed:

LOW CREDIT $\$0.95^0$

$\$49.50^7$ 03/19/02
MARKETING
DEPT   MODE   IMPRINT
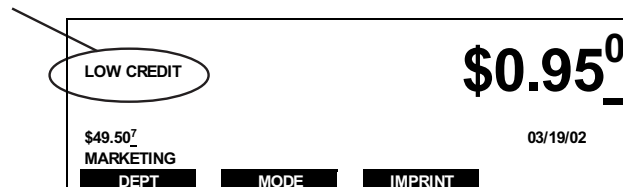
28 Printing postage

It is now time to add more credit, please refer to "Adding postage". The default Low Credit value is factory set to $50.00, to change this value please refer to Machine setup.

Insufficient Credit
When the value selected exceeds the available credit, printing will be disabled and the **INSUFFICIENT CREDIT** screen will be observed:

$$\$0.95^0$$

INSUFFIC IENT CREDIT
$0.80°

DEPT	MODE	IMPRINT
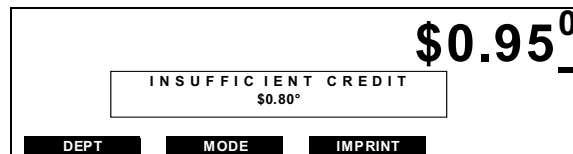
To **ADD CREDIT**, please refer to Adding postage.

3.2.4   High Value Selection

If a value greater than or equal to the High Value setting is selected, the machine will not print unless the high value setting is confirmed. The default High Value Threshold is set at $10.00 (To change the High Value setting, please refer to Supervisor Settings).

Printing a high value

From Ready Mode, set the required postage value (e.g. $12.50) and press OK to confirm.
The **High Value** warning screen will now be observed:

$$\$12.50^0$$

HIGH VALUE - ARE YOU SURE ?

DEPT	MODE	IMPRINT	OK
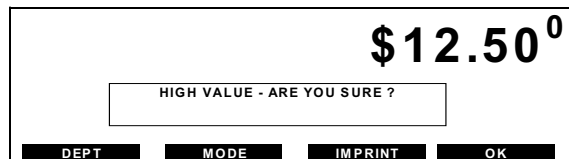
Printing is disabled.
Press OK to return to Ready Mode screen with the High Value confirmed.

Printing postage   *29*

If you wish to reject the High Value value selection, enter the correct value and press ▰OK▰ to confirm. The High Value Warning will be observed, if the value is now correct press ▰OK▰ to return to Ready Mode with the new high value confirmed.

If you are printing more than one item at a high value, always check that the value is correct for all items being processed.

☞ *The High Value Warning is automatically suppressed when values are received from a Weigh Platform.*

YOU ARE NOW READY TO PROCESS YOUR MAIL

30 Printing postage

3.2.5 Printing an Envelope

Insert the envelope with the side to be printed facing upwards as illustrated.

Press the ⟨START STOP⟩ button; after a short pause, the motor will start.
Printed envelopes will subsequently be deposited into the receiving tray.

☞ *For an envelope exceeding 3/8" thick, a label must be used, refer to Printing labels.*
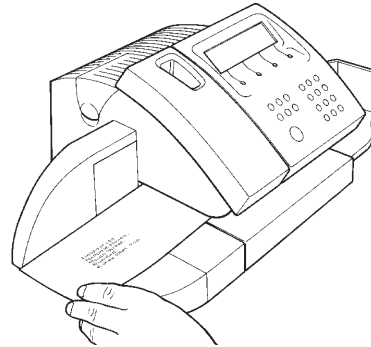
3.2.6 To Change a Department

From Department Ready Mode, press the ▣DEPARTME▣ button to display the list of available departments, then using the ▣▲▣ and ▣▼▣ keys, or the appropriate number key, select your department from the list.
Press ▣ OK ▣ to confirm.

```
┌─────────────────────────────────────────┐
│ DEPT                                     │
│                                          │
│              1   MARKETING               │
│              2   ACCOUNTS                │
│              3   SALES                   │
│              4                           │
│              5                           │
│  ESCAPE         ▲          ▼        OK   │
└─────────────────────────────────────────┘
```
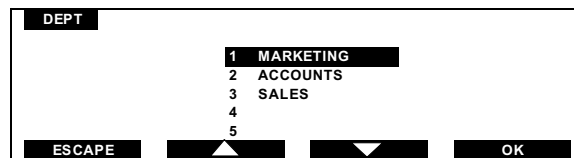
If the department is protected, you will be prompted to enter your new Department PIN.
If the PIN is correct the new Department Ready screen will be observed:

If the PIN is correct the new Department Ready screen will be observed:

$$\$0.95^0$$

03/19/02

$150.20 7
ACCOUNTS

| DEPT | MODE | IMPRINT |

If the PIN is incorrect the prompt to enter the Department PIN will be repeated.

To Log Off

From any screen, press the 🔒 key to go to the Standby screen.

3.2.7 PC connection for MailManager (PC Mail accounting)

The Mailing machine is connected to a PC incorporating a Mail Accounting software, MailManager II, which compiles the postage use sent by the mailing machine.

When switching on the mailing machine, MailManager II is automatically activated on the PC and the following screen is displayed:

PC DEPT NUMBER

ABCDEFGHIJKLMNOPQRST
UVWXYZ   - #↵& / + $ ' . ? ,

| ◄ | ► | ▲▼ | NEXT |
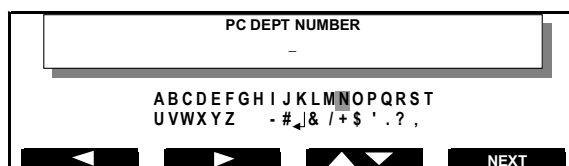
- Enter the department number via the numeric keypad.
- Enter the PIN number if required by selecting PIN CODE in the previous screen.
- Validate by pressing   OK   .

32 Printing postage

The department number and PIN are sent to the PC for verification:

```
PLEASE WAIT
```
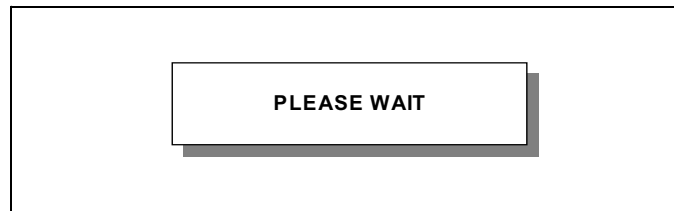
If the department number (or the PIN number) is not correct, an error message is displayed.
Be aware that the PC should be on and MailManager open before the mailing machine is switched on. The postal service, department number and processing type (label or envelope) can be selected from the scale.

In case of a connection problem between the mailing machine and the PC, the mailing machine will display the following message:

```
PC LINK ERROR
⚠
                                        OK
```
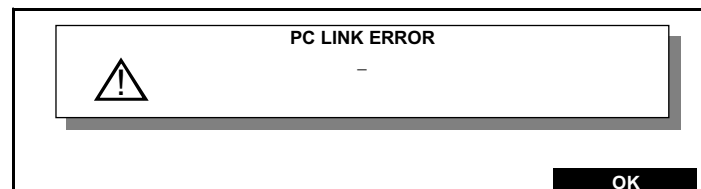
By pressing   OK   , the machine returns to the main screen.

See "PC absent mode" in section "PC connection recovery mode".

Printing postage   *33*

PC CONNECTION SETUP

- Start the PC application on the PC and connect the PC to the base (on the connector named COM1).
- In the supervisor screen, select SETUP, then PC CONNECTION

```
 SETUP

▲  11  REPORT ON
    12  PC CONNECTION
    13  LOCK  KEYBOARD                          DISABLED
    14  WP  FEATURE

    ESCAPE           ▲              ▼              OK
```

- Scroll down to "PC ABSENT MODE" and select "ENABLED":

```
 PC CONNECTION

    1    PC LINK                      DISABLED
    2    PC ABSENT MODE               DISABLED


    ESCAPE           ▲              ▼              OK
```
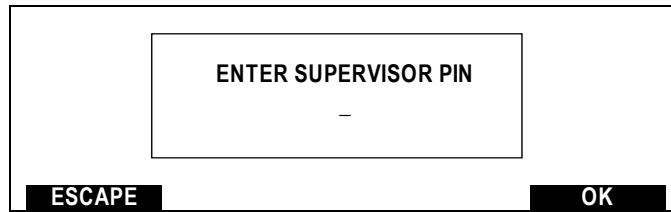
- Then do a power cycle of the base.
The supervisor may choose the recovery mode of the PC connection (see the following paragraph)

PC CONNECTION RECOVERY MODE

In case of a connection problem between the mailing machine and the PC, the PC connection recovery mode enables the mailing machine to store in memory the partial postage data and to transmit them to the PC as soon as the connection is re-established.
These data will show the total postage amount printed and the total number of items without distinguishing postal services used.

34   Printing postage
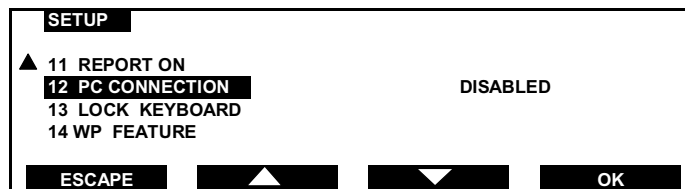
To switch the system to Recovery Mode (PC absent mode)

Enter in supervisor mode:
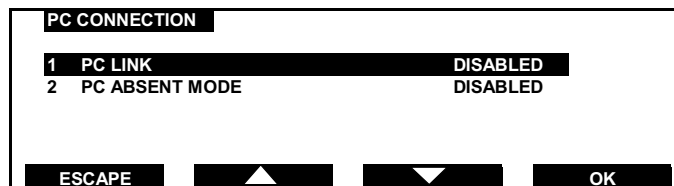
```
        ENTER SUPERVISOR PIN
                 _

 ESCAPE                        OK
```

- The supervisor PIN number must be entered, then press
  OK .
- Select "SETUP", then "PC CONNECTION":

```
 SETUP

▲ 11  REPORT ON
  12  PC CONNECTION              DISABLED
  13  LOCK  KEYBOARD
  14 WP  FEATURE

   ESCAPE        ▲         ▼         OK
```

- Scroll down to "PC ABSENT MODE" and select "ENABLED":

```
 PC CONNECTION

 1    PC LINK                  DISABLED
 2    PC ABSENT MODE           DISABLED



   ESCAPE        ▲         ▼         OK
```

- Press   OK   and then   ESCAPE .

You are now ready to process items in PC connection recovery

Printing postage   *35*

mode. When the PC connection is re-established, the mailing machine will automatically switch back to PC ABSENT MODE LOCKED, after a screen "PC LINK ERROR".

When in PC (absent) Mode ACTIVE, the mailing machine can operate even though the PC connection (and MailManager) indicates a connection problem between the mailing machine and the PC.

4. POSTAGE CLEARING WITH AUTOFEED

Used in conjunction with the IJ40/50/60, the Automatic Feeder permits a large range of envelope sizes and thicknesses to be processed.

4.1 Envelope feeding

Check that all envelopes have been sorted into stacks of same size, thickness and denomination with the address facing upwards and the top edge of the envelopes all the same side of the stack.

Take one envelope from the stack and place it on the platform, address side upwards with the top edge against the left-hand side as shown.

Move the rear guide forward until the edge of the envelope aligns with the face of the guide.

Move the side guide towards the envelope leaving sufficient clearance to allow the envelope to move freely.
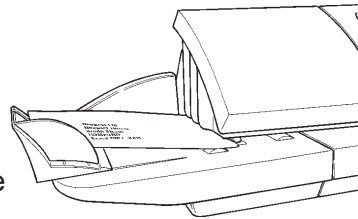
Return the envelope to its stack.

Fan the envelopes to separate them
Bevel the edge of the stack
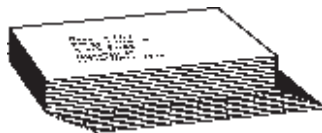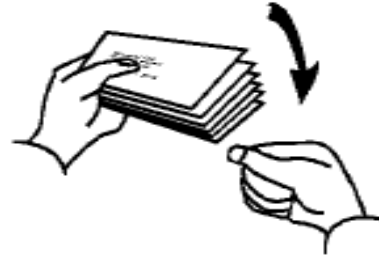
Place the envelopes on the feed platform, with their upper edge resting against the side guide as shown.

Ensure that the envelopes are stacked along the side and front guides. If necessary, re-adjust the side guide by resting it against the envelopes without pressing.

Press the (START STOP) button,
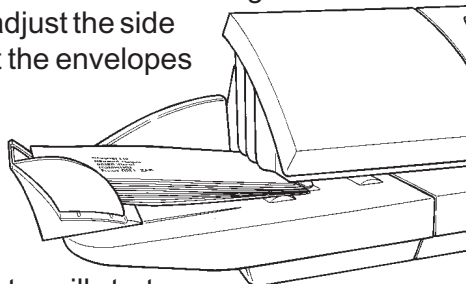
after a short pause the motor will start.
Printed envelopes will subsequently be deposited into the receiving tray.

☞ *Envelopes exceeding 1/4" in thickness should be hand fed, for an envelope exceeding 3/8" thick, a label must be used, refer to Printing labels.*

4.2   Envelope misfeed

In the unlikely event of an envelope misfeed, the following procedure must be followed:

When using an Autofeed the whole of the following procedure must be followed, when an Autofeed is not connected, start from operation 7.

1. Remove all free envelopes from the feed tray;
2. Open the Autofeed top cover;
3. Using the thumb and fore finger, squeeze the sliders to release the feed mechanism as illustrated;
4. Remove the obstruction;
5. Close the feed mechanism by applying downwards pressure to the top of the feed mechanism until it is heard to click home;
6. Close the Autofeed top cover.
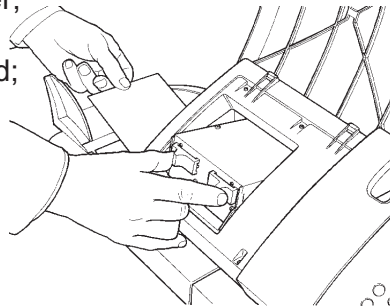
7. From Ready Mode, press the (MENU) key, the **MAIN MENU** screen will be observed:

```
 MAIN MENU

          1   REGISTERS
          2   CARTRIDGE
          3   SUPERVISOR
          4   CLEAR MAIL PATH
          5   WEIGHING MODE        Differential
 ESCAPE            ▲            ▼              OK
```

8. Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to **CLEAR MAIL PATH** and press OK to confirm, the following screen will be observed:

```

                    PRESS START


 ESCAPE
```

Postage clearing with autofeed   *39*

9. Press the (START STOP) button.

After a short pause the track should clear and the screen return to the **MAIN MENU**.

10.   Press ESCAPE to return to Ready Mode.

You are now ready to resume processing your mail

5. PRINTING LABELS

5.1 Filling the Label Dispenser

The label dispenser is an integral part of the IJ40/50/60 Mailing machine and when filled will hold up to 50 labels.
Open the top cover to gain access to the label release lever.
Labels are inserted in the dispenser with the tab uppermost and the label side to be printed facing the direction of travel.

Tab

Printing
Surface
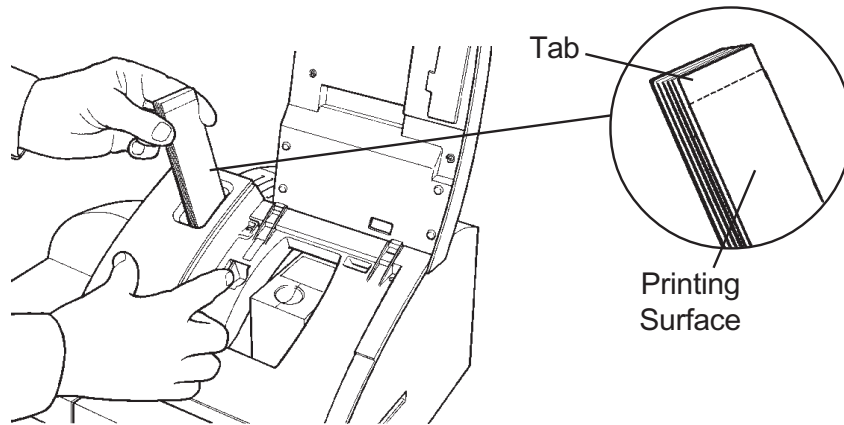
Using one finger, apply pressure to the label release lever thus allowing the labels to drop into contact with the feed mechanism, then release the lever.
Close the top cover.

Please refer to "Ordering Supplies" on page 102 for information on ordering Neopost approved supplies.

5.2 Printing a Label

When feeding labels, first select the postage value required, press the label key ⬚ the following screen will be observed:

```
┌─────────────────────────────────────────┐
│     PLEASE ENTER NO.  OF LABELS          │
│                   1                      │
│   ▨◿                                     │
│                                          │
├──────────┐                               │
│  ESCAPE  │                               │
└──────────┴───────────────────────────────┘
```
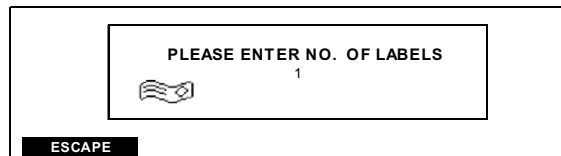
To return to the **Ready Mode** screen with Label selection cancelled, press ESCAPE .

To print a single label press the (START STOP) button, a single label will be printed at the displayed value.

If you are required to print more than one label, use the numerical key pad to enter the number of labels to be processed (1 - 99).
If an incorrect quantity is entered, press CANCEL and re-enter the correct quantity.

To print labels press the (START STOP) button.

The machine will print automatically the required number of labels at the displayed value.
If during the label printing process the following display is observed:

```
┌─────────────────────────────────────────┐
│                              $0.95⁰      │
│            ▨◿   1                        │
│                                          │
│  $150.20⁷                    03/19/02    │
│  ACCOUNTS                                │
│  ESCAPE                      CONTINUE    │
└─────────────────────────────────────────┘
```

First replenish the label dispenser as detailed in "Filling the label hopper", then press CONTINUE to complete the label printing process.
Take up the printed label, peel off the backing sheet and affix the label to the parcel or packet.
The machine will return automatically to the Ready Mode screen with label selection cancelled.

42 Printing labels

6.   PRINTING WITH WEIGH PLATFORM

BENEFITS OF USING A WEIGH PLATFORM

Used in conjunction with your IJ40/50/60, the weigh platform will weigh and calculate the correct rate and value for items up to 5 pounds. Setting of values for printing is automatic.

When postal rates change, your machine may be updated by installing a Rate Card which can be obtained from Neopost.

For information relating to the installation of new postal rates, please refer to "Memory cards".

6.1   Weigh Platform Preparation

Ensure that the weigh platform is plugged in to the correct port at the back of the machine (please refer to Controls and Features and that the platform surface is clear of any obstruction.

From Ready mode, press ⚖ .

The **WEIGH PLATFORM** screen will now be observed:

```
WEIGH PLATFORM

          1   RATE          1st Class/Priority
          2   FORMAT        Letter
          3   SERVICE       NONE

                    0.0    0z
   ACCEPT           △         ▽          MODIFY
```

Current **RATE** setting will be displayed.
If **NO WEIGH PLATFORM** is displayed instead of the **Weight and Postage Rate**, check scale connection and start again.

☞   *If the weight indicated exceeds 0g, press ⚖ to Zero the weigh platform.*

HOW DO I CALCULATE THE CORRECT POSTAGE AND RATE?

To change the **RATE** setting press MODIFY, the **RATES** screen will be observed:

```
 RATES
         1  1st Class/Priority
         2  Priority Flat
         3  Express PO-Addr
         4  Parcel Post
     ▼   5  Post Card
  ESCAPE        ▲          ▼         SELECT
```

```
 RATES
     ▲   6   BPM Flat
         7   Int Air Letter
         8   Global Pr Large Env
         9   Global Pr Small Env
     ▼  10   Global Pr by Weigh
  ESCAPE     ▲  ▲        ▼          SELECT
```

A list of **Postage Rates** currently available will now be displayed. To return to the previous screen with Rate setting unchanged, press ESCAPE.

Using the ▲ and ▼ keys, or the appropriate number key, select required Rate option from list, (e.g. **8 Global Pr Large Envelope**) press SELECT to confirm.

The following typical screen will now be observed:

```
 WEIGH PLATFORM
         1   RATE        Global Pr Large Env
         2   FORMAT      Letter
         3   SERVICE     NONE

                     0.0   0z
  ACCEPT        ▲          ▼         MODIFY
```

44   Printing with weigh platform

For some rates, you will be prompted to make further selections.

Make your selection as required and return to the **WEIGH PLATFORM** screen.

Place item to be weighed on the platform, the weight and postage will be displayed.

WEIGH PLATFORM		
1	RATE	Global Pr Large Env
2	FORMAT	Letter
3	SERVICE	NONE
		0.8 0z $0.25
ACCEPT	▲ ▼	MODIFY

Printing with weigh platform   *45*
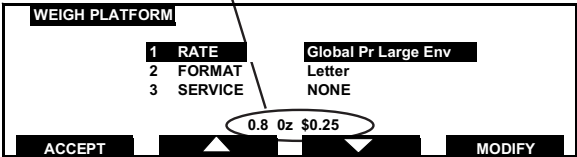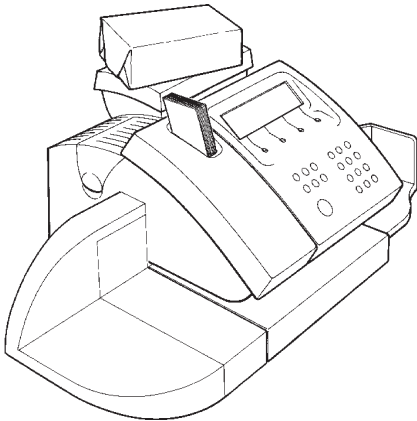
If you wish to accept the Postage displayed, press ACCEPT to return to Ready Mode with the postage value displayed.

YOU ARE NOW READY TO PRINT POSTAGE AT THE CORRECT POSTAGE VALUE

If you wish to reject the Postage displayed, press MODIFY , you will be returned to the **RATES** screen where you may revise your settings.
To weigh further items repeat the procedure.

6.2   Tare Function

1.   Press: ⚖ .
2.   Place an empty container on the platform.
3.   Press: ⚖ , zero weight will now be displayed.
4.   Place the filled container on the platform. The weight now displayed will be that
      of the contents of the container.
5.   To return to normal use, clear the scale platform and press ⚖ the displayed weight will return to 0g.

6.3   Using differential weighing (optional)

- In USER MODE, press MENU;

- Select "WEIGHING MODE" by pressing ⑤ or ▲ and ▼ , and press OK ; the following screen is displayed:

46   Printing with weigh platform

```
┌─────────────────────────────────────────────────────┐
│ WEIGHING MODE                                        │
│                                                      │
│              1   Standard                            │
│              2   Differential                        │
│                                                      │
│                                                      │
│   ESCAPE          ▲            ▼            OK        │
└─────────────────────────────────────────────────────┘
```

- Select "Differential" by pressing ② or ▲ and
  ▼ , and press OK ;
- Press ESCAPE .
- Press ⬤, the following screen is displayed:

```
┌─────────────────────────────────────────────────────┐
│ DIFFERENTIAL WEIGHING                                │
│                                                      │
│  1   RATE                  1 st Class/Priority       │
│  2   DESTINATION           Canada                    │
│  3   DEPT                  PC ABSENT MODE             │
│  4   PRINT LABEL MODE      No label                  │
│     OK            ▲            ▼          MODIFY      │
└─────────────────────────────────────────────────────┘
```

- Select RATE and DESTINATION like in Standard mode;
- Select DEPT if in PC CONNECTION MODE
- Select PRINT LABEL MODE and press modify (if necessary),
  the following screen is displayed:

```
┌─────────────────────────────────────────────────────┐
│ PRINT LABEL MODE                                     │
│                                                      │
│           1   No confirmation                        │
│           2   A fter confirmation                    │
│           3   No label                               │
│                                                      │
│   ESCAPE          ▲            ▼            OK        │
└─────────────────────────────────────────────────────┘
```

- Select "No label" for example, and press OK .

Printing with weigh platform   *47*

The following screen is displayed:

```
┌─────────────────────────────────────────────────────────┐
│ DIFFERENTIAL WEIGHING                                    │
│                               RATE       1C              │
│ REMOVE ONE ITEM               DEST,                      │
│                               FORMAT     Le              │
│ PC ABSENT MODE                SERV.      NONE            │
│                               LABEL      OFF             │
│     ESCAPE                               MODIFY          │
└─────────────────────────────────────────────────────────┘
```

- Place a stack of items (if it is not yet done) on the weighing platform, remove one item and print it.

7. ENVELOPE MOISTENER

Your IJ40/50/60 Postage Meter used in conjunction with a Moistener Unit will seal and print envelopes in a single operation.

The moistener may be set to non-seal mode if sealing is not required enabling the unit to be used as a normal feed platform.

If seal only is required, the postage meter mode may be set to **SEAL ONLY** (please refer to **PRINTING OPTIONS**).

The Moistener Unit may be used with an Autofeed Unit or with the Hand Feed Platform.

7.1 Using the Envelope Moistener with Plain Platform

Set the Moistener ON/OFF control to 〜 (ON).

Press the (START STOP) button, after a short pause the motor will start.

Each envelope must be fed into the moistener unit with the flap downwards and top edge against the platform mail guide. A two handed approach is preferable with particular attention being paid to keeping the envelope flat.

A continuous sliding action is made until the envelope contacts the postage meter rollers. The envelope will be drawn through the postage meter and deposited into the receiving tray.

7.2 Using the Envelope Moistener with an Autofeed

Set the Moistener ON/OFF control to 〜 (ON).
Load the Autofeed Platform as detailed in "Postage printing with autofeed".

Press the (START STOP) button, after a short pause the motor will start and sealed envelopes will be deposited into the receiving tray.

Envelope moistener   *49*

7.3 Filling the reservoir

For safety, always disconnect the postage meter from the power supply when filling the moistener reservoir, keep the postage meter top cover closed and take care not to spill sealing solution onto the machine.

Open the reservoir compartment and fill with water or Neopost sealing solution.

Close the reservoir compartment.

CAUTION

If sealing solution is spilt and enters the postage meter mechanism, **DO NOT** reconnect the machine to the power supply, **DO NOT** attempt to remove the machine covers, **CONTACT NEOPOST SERVICE**.

8.   PRINTING OPTIONS

8.1   What can I print?

Your IJ40/50/60 is capable of operating in various modes:

IN NORMAL (POSTAGE) MODE

In Normal (Postage) mode, you can print postage, select a message from a number of pre-loaded messages (Slogans) or select one from two of your own design (when ordered from Neopost), in addition to a Slogan you can compose and print your own Text, you can also select from a number of Rate Dies. It is also possible to Advance Date your mail by up to seven days.
When fitted with a Moistener it is also possible to moisten and seal envelopes.

Security Bar Code   Meter Serial No.

Advertisement   Postage

Your Own
Text Message

Up to 8 preloaded
messages
2 messages to
customer design

Date

Your Zip Code
(Updated if you move)
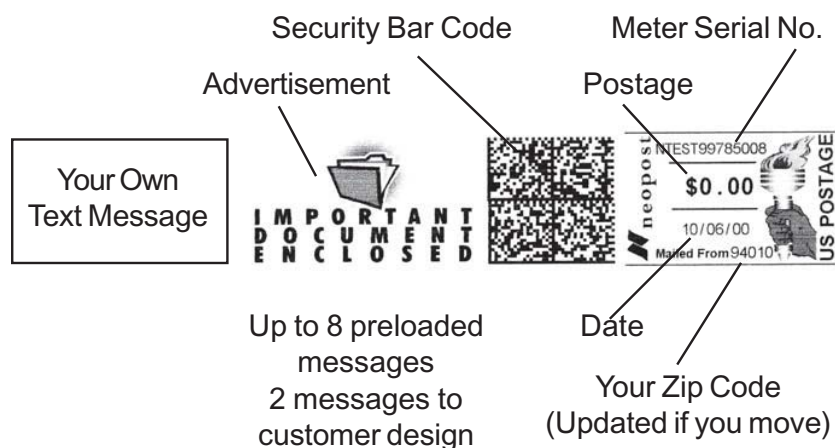
8.2 Print mode selection

From Ready Mode, press the `MODE` key, the **MODE** selection screen will be observed:
Current Mode will be displayed.

```
 MODE

         1   NORMAL
         2   DATE ONLY
         3   SLOGAN ONLY
         4   SLOGAN & DATE
      ▼  5   STAMP - NO DATE
 ESCAPE       ▲          ▼            OK
```
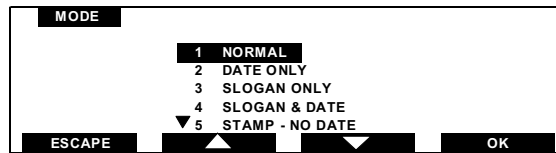
In addition to the Normal (Postage) Mode, the following functions may be accessed directly from the **MODE** screen:

DATE ONLY	:	Prints the date instead of a postage imprint.
SLOGAN ONLY	:	Prints a slogan instead of a postage imprint.
SLOGAN & DATE	:	Prints a slogan and the date instead of a postage imprint. .
STAMP: - NO DATE	:	Prints an undated stamp.
PASS THROUGH	:	Moistens and seals envelopes only.

Using the `▲` and `▼` keys, or the appropriate number key, select required option from list, (e.g. **DATE ONLY**) press `OK` to confirm.

```
                                    DATE ONLY

                                    03/19/02


 ACCOUNTS
               MODE          IMPRINT
```

Or to return to **Ready Mode** with mode setting unchanged, press `ESCAPE` .

52 Printing options

8.3 Modifying the imprint

The IMPRINT menu is used to modify the setup of the imprint as follows:
From Ready Mode, press the IMPRINT key the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│ ████IMPRINT████                              │
│                                              │
│        1   SLOGAN        Air Mail            │
│        2   RATE DIE      1ST CLASS A CR       │
│        3   DATE ADVANCE  03/19/02             │
│                                              │
│ ██ESCAPE██    ██▲██      ██▼██      ██OK██    │
└─────────────────────────────────────────────┘
```

SLOGAN   : you may select one Slogan from seven pre-loaded Slogans (plus two personalised Slogans).

RATE DIE   : you may select one Rate Die from seven pre-loaded Rate Dies.

DATE ADVANCE : the posting date can be advanced by up to seven days.

8.3.1 Choosing a Slogan, Rate Die or Text

You can select a Slogan and/or Rate Die from a number of pre-loaded Slogans/Rate Dies.

Slogans, Rate Dies and Text messages may be combined within the same Imprint. (Provided the envelope or label is long enough to take the print).

The method of selection for Slogans, Rate Dies and Text is the same, therefore for the purpose of this example we will illustrate selecting a Slogan.

Using the ▰▱ and ▰▾ keys, or the appropriate number, make your selection from the list e.g. 1 **SLOGAN** and press `OK` to confirm, the **SLOGAN** screen will be observed.

If a slogan is already selected, that slogan will be highlighted:

```
┌──────────────────────────────────────────┐
│ SLOGAN                                     │
│                  1   OFF                   │
│                  2   Air Mail              │
│                  3   First Class           │
│                  4   Recycle               │
│               ▼  5   S. Grettings          │
│  ESCAPE        ▲▲       ▼▼          OK      │
└──────────────────────────────────────────┘
```
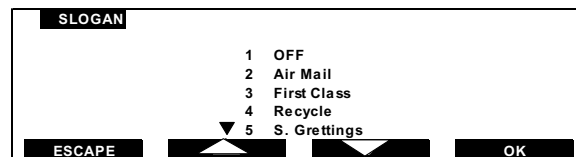
Using the ▰▱ and ▰▾ keys, or the appropriate number, make your selection from the list, press `OK` to confirm.

If you wish to retain the current selection, press the `ESCAPE` key to return to the **IMPRINT** menu screen.

To return to **Ready Mode** screen press `ESCAPE`.

```
┌──────────────────────────────────────────┐
│ ⬚                                $0.00⁰    │
│                                            │
│                                  03/19/02  │
│  $150.20⁷                                  │
│  ACCOUNTS                                  │
│    DEPT        MODE        IMPRINT          │
└──────────────────────────────────────────┘
```

The Icon displayed in the top lefthand corner of the screen indicates that a slogan has been selected.

8.3.2   Date Advance (for Pre Dating Mail)

Your machine is fitted with its own calendar/clock, therefore current date setting is automatic. If you wish to prepare mail ahead of time it is possible to advance the posting date by up to seven days.

From the **IMPRINT** screen select **DATE ADVANCE**, the following screen will be observed:

```
 DATE ADVANCE
                    1   03/19/02
                    2   03/20/02
                    3   03/21/02
                    4   03/22/02
                 ▼  5   03/23/02
   ESCAPE          ▲        ▼            OK
```

Next, using the ▲ and ▼ keys, select from the list the date on which you wish to post your mail.

Press **OK** to confirm and return to the **IMPRINT** screen.

To return to **Ready Mode** with the **Advanced Postage Date** displayed, press **ESCAPE**.

```
  ⎁
                              $0.00⁰
                              ( 03/22/02 )
  $150.20⁷
  ACCOUNTS
     DEPT        MODE        IMPRINT
```

YOU ARE NOW READY TO PROCESS YOUR PRE DATED MAIL

On completion of your pre dated mail run, your meter **MUST** be reset to the current date.

However, if the **Timeout** period is exceeded, your meter will go to **Standby** and the **Date Advance** setting be automatically cancelled.

9.   MAINTAINING PRINT QUALITY

Under normal operating conditions, your IJ40/50/60 postage meter will produce excellent quality prints.
However, if lines are missing from the stamp or the machine has remained unused for several days it will be necessary to clean the Ink Cartridge.

9.1   Cleaning the Ink Cartridge

From Ready Mode, press the (MENU) key, the **MAIN MENU** screen will now be observed:

```
MAIN MENU

        1    REGISTERS
        2    CARTRIDGE
        3    SUPERVISOR
        4    CLEAR MAIL PATH
        5    WEIGHING MODE        Differential
ESCAPE        ▲            ▼            OK
```

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to **CARTRIDGE** and press OK to confirm.
The **CARTRIDGE** menu will now be observed:

```
CARTRIDGE

        1    TEST PRINT
        2    CLEAN
        3    REMOVE

ESCAPE        ▲            ▼            OK
```
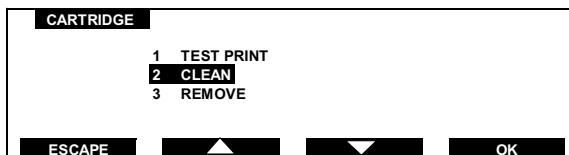
Select the **CLEAN** option from the list and press OK to start the cleaning cycle.
On completion of the cleaning cycle the screen will revert to the **CARTRIDGE** menu.
You may now make a test print.

9.2　Making a Test Print

Select the **TEST PRINT** option from the **CARTRIDGE** menu and press ▬ OK ▬ to confirm.

```
 CARTRIDGE

        1    TEST PRINT
        2    CLEAN
        3    REMOVE


 ESCAPE        ▲          ▼            OK
```
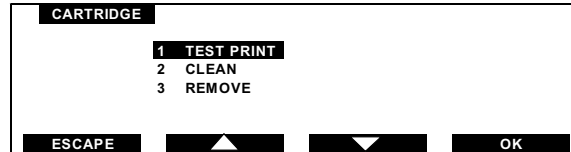
The prompt to produce a **Test Print** will now be displayed.

```
                                    TEST PRINT

                                     03/19/02




```

To make a **Test Print**, insert a blank envelope or card and press

(START STOP) .

Inspect the **Test Print** to ensure that all lines are clear and present.
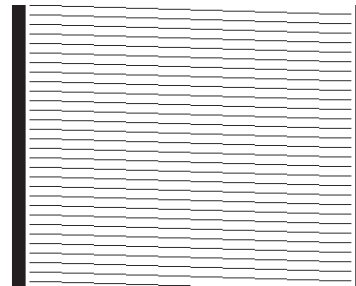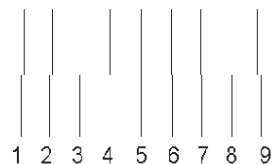
To set the alignment, enter the number that provides the straightest line (for the example above line 5) by pressing the appropriate numeric key on the keypad.

```
           ENTER STRAIGHTEST LINE NO.
                      5




   ESC                                      OK
```

Press **OK** to confirm. If any lines are missing, repeat the cleaning and test print process upto three times, if this process fails to restore print quality, fit a new ink cartridge as detailed in "Replacing an ink cartridge".

If the test print is satisfactory, press **ESCAPE** twice to return to Ready Mode.

Low Ink

Should the ink cartridge require replacing, the **LOW INK** display will be observed:

```
                                    $0.95⁰

   LOW INK                           03/19/02
   $150.20⁷
   ACCOUNTS
      DEPT         MODE        IMPRINT
```

You have approximately 200 impressions available, after which the Ink Cartridge **MUST** be replaced (see below).

No Ink

When the **NO INK** display is observed, printing is disabled and the Ink Cartridge **MUST** be replaced before any printing operations can be resumed.

```
                                    $0.95⁰

   NO INK                            03/19/02
   $150.20⁷
   ACCOUNTS
      DEPT         MODE        IMPRINT
```

58   Maintaining print quality

9.3 Replacing an Ink Cartridge

From Ready Mode, press the 🔘 key. Using the ◼◤◼ and
◼◥◼ keys, or the appropriate number key, move the cursor to
CARTRIDGE and press ◼ OK ◼ to confirm.

Select the **REMOVE** option from the **CARTRIDGE** menu:

```
CARTRIDGE

     1    TEST PRINT
     2    CLEAN
     3    REMOVE


   ESCAPE          ▲            ▼              OK
```
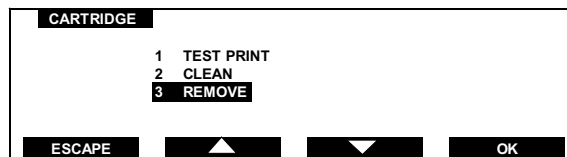
Press ◼ OK ◼ to confirm.
After a short time, the following screen will be observed:

```
                    CARTRIDGE
            INSERT CARTRIDGE & PRESS OK



                                              OK
```
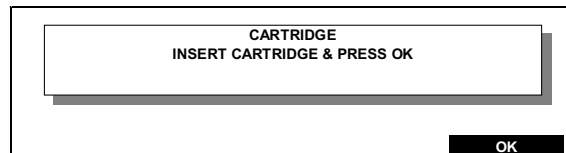
Open the machine top cover.

Press on the front of the
Ink Cartridge as shown in order
to remove it.

Maintaining print quality   *59*
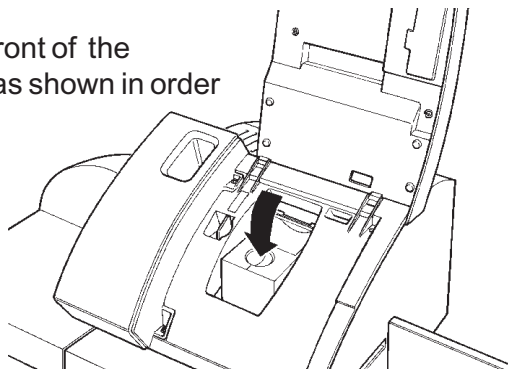
Carefully withdraw the used Ink Cartridge and discard.
Remove the new Ink Cartridge from its packaging and carefully
remove the tape seals.

! **Do NOT touch or remove the copper strip on Ink Cartridges.**
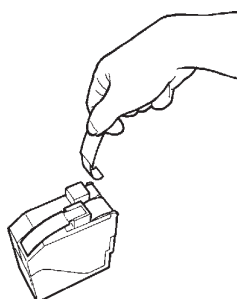
Place the new cartridge into its holder, and lock it in position by
carefully pushing down on the depressed circle on top of the
cartridge with your index finger, then using your thumb to push the
rear of the ink cartridge in the direction illustrated.
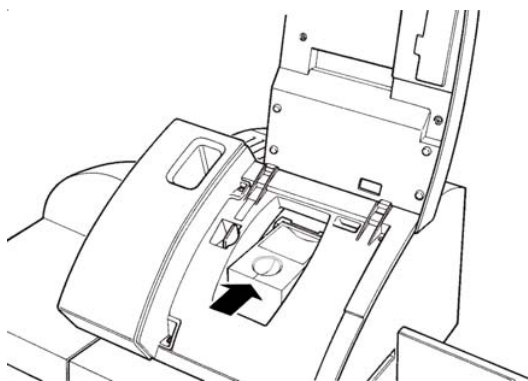
Close the machine top cover and press [OK] .

After a short delay the prompt to make a Test Print will be observed:

```
                                              TEST PRINT

                                               03/19/02
```
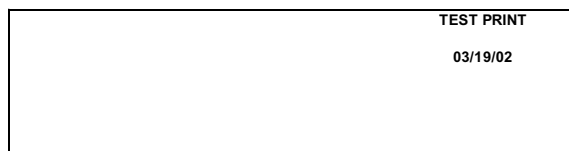
Please refer to "Making a Test Print".

☞ **To order your next IJ40/50/60 ink cartridge from Neopost, see Ordering Supplies on page 102.**

10.   METER REGISTERS

Your postage meter is equipped with a series of electronic registers to monitor postage printing transactions. A number of departments are available in which separate registers showing postage used and items printed are stored.

10.1 Selection

To select a Meter Register from Ready Mode, press the (MENU) key, the following screen will be observed:

```
MAIN MENU

          1   REGISTERS
          2   CARTRIDGE
          3   SUPERVISOR
          4   CLEAR MAIL PATH
          5   WEIGHING MODE        Differential
   ESCAPE          ▲           ▼               OK
```

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to **REGISTERS** and press ██OK██ to confirm, the list of registers available to view will now be displayed:

```
REGISTERS

          1   BATCH REGISTERS
          2   POSTAGE SET
          3   MAIN REGISTERS


   ESCAPE          ▲           ▼               OK
```

Using the ▲ and ▼ keys, or the appropriate number key, select a register option from the list then press ██OK██ to confirm. e.g. MAIN REGISTERS:

```
SUMMARY REPORT

DESCENDING                                     $150.20⁷
ASCENDING                                      $749.70³
POST OFFICE ITEMS                                   540


   ESCAPE                                     PRINT
```

In the screen above, superscripts appear after the amounts:

DESCENDING $150.20^{7}
ASCENDING $749.70^{3}

62   Meter registers

10.2 Printing a register

To print a register press **PRINT**, if the method of print is set to Internal, the following screen will be observed:

```
                                          REPORTS

                        ≋◁      1            03/19/02

                            ⌛
```
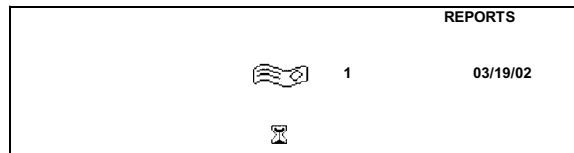
After a few seconds, your register data will be printed on a label and you will be returned to the **DEPARTMENT REGISTERS** screen. If during the register printing process the following display is observed:

```
                                          REPORTS

                        ≋◁      1            03/19/02

   ESCAPE                                             CONTINUE
```

First replenish the label dispenser as detailed in "Filling the label hopper", then press **CONTINUE** to complete the report printing process.

If after a short wait, you are returned to the register screen your method of print may be set to External Printer, please refer to **Printing with External Printer** below.

☞ *The method of print (Label or External Printer) is set in Supervisor Mode, please refer to "Reports".*

Press **ESCAPE** to return to the **REGISTERS** screen.

To return to **Ready Mode,** press **ESC** twice.

Meter registers   *63*

10.3 Printing with External Printer

Before proceeding to print registers using an external printer ensure that the printer lead is connected to the Upper Accessory Port at the back of the machine, (please refer to Controls and Features) and that the printer power lead is connected to an adjacent power outlet.

Set the printer to **ON** and the status to **ONLINE**.

From your selected registers screen press **PRINT**, after a short period of time, you will be returned to the screen and the register data will have been printed.

If the registers screen does not re-appear after a few seconds and the printer does not print, re-check all printer connections and ensure that the printer status is set to **ONLINE**.

64   Meter registers

11. ADDING POSTAGE

Postage may be purchased from the Post Office, using the Neopost Postage-On-Call® system.
Connect one end of the telephone link cable to the Modem Socket ( ) at the rear of the machine and the other end to an adjacent telephone line outlet. The meter only requires connection to the telephone line outlet during the Add Postage or Clear Lockout transaction.

From **Ready Mode**, press .
The **ENTER AMOUNT** screen will be observed.

```
                    ENTER AMOUNT
                       $0.00


   ESCAPE                              OK
```
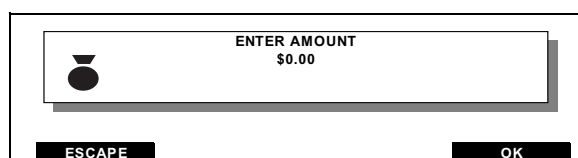
Using the numeric key pad, enter the amount of postage you wish to purchase (whole dollars only) e.g. 100.

Press: (1), (0), (0) and OK to confirm.

You will now be asked to verify the amount before proceeding.

```
                  CONFIRM AMOUNT
                     $100.00


   ESCAPE                              OK
```
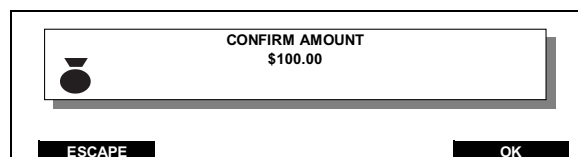
If amount incorrect, press ESCAPE and start again from the Enter Amount screen.
If the amount displayed is correct, press OK to confirm.

On completion of the **ADD POSTAGE** transaction, the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│          FUNDING DONE                         │
│  ▄         $100.00                            │
│ ███                                           │
├─────────────────────────────────────────────┤
│ ESCAPE                              OK        │
└─────────────────────────────────────────────┘
```
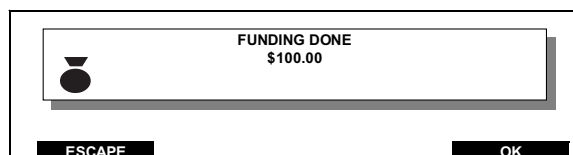
11.1 Warning pending Credit' Procedure

Completing an Interrupted Add Postage Transaction

If an Add Postage transaction is accidentally interrupted before the transfer has been completed, the **WARNING PENDING CREDIT** screen will be observed when returning from Locked mode after the machine has been unplugged.

```
┌─────────────────────────────────────────────┐
│   ⚠        WARNING                            │
│         PENDING CREDIT                        │
├─────────────────────────────────────────────┤
│ ESCAPE      MODE       IMPRINT                │
└─────────────────────────────────────────────┘
```
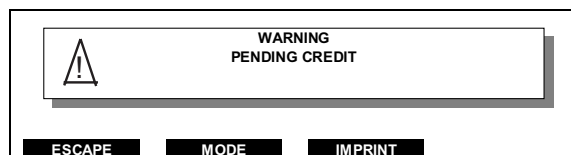
In this case, press ESCAPE to return to Ready Mode .

Press the FUNDS key ⬤ to automatically finish the incomplete transaction.

On completion of the Add Postage transaction, press ▀OK▀ to return to **Ready Mode**.

11.2 Clearing a PO lockout

USPS regulations require that your meter must be set at least once every three months. The meter has an internal timer that tracks your reset activity. After three months without adding postage, a PO LOCKOUT message is displayed and *postage printing is disabled*.

66   Adding postage

To clear the lockout:

```
                    WARNING
         PO LOCKOUT PRESS FUNDS KEY
   /!\

   ESCAPE        MODE        IMPRINT
```
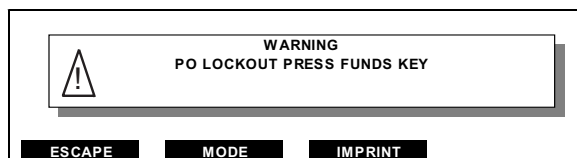
In this case, press **ESCAPE** to return to **Ready Mode** .

Press the FUNDS key ⬤ to automatically clear the PO Lockout.

On completion of the Clear PO Lockout transaction, press **OK** to return to **Ready Mode**.

☞ *The machine only requires connection to the telephone line outlet during the Add Postage and Clear Lock-Out transaction.*

Adding postage   *67*

12. MAINTAINING YOUR ACCOUNT

12.1 Account number

After you sign a rental agreement for your meter, you will be assigned a **POSTAGE-ON-CALL® (POC)** depositor account number. An account confirmation statement will be mailed to you indicating your account number. This number should be kept in a safe place, yet be readily available, because it is used for <u>all</u> **POC** account maintenance transactions.

12.2 Account balance

You can use the Neopost Automated Postage-On-Call® system to check your account. Simply call **1-800-867-3738** and use your touchtone phone to enter your account number and select the Account Query menu. You can then hear details regarding your **Account Balance** (includes the current balance, the available balance and any unpaid advances), **Last Deposit** (includes the check number, amount and date of deposit) or **Last Meter Resetting** (includes the date of the last setting transaction). For special account problems, you have the option of speaking to a customer service operator.

12.3 Statements

You will receive a monthly statement of all activity in your Postage-On-Call account. It includes deposits, remote meter settings, transaction fees and the ending account balance.

12.4 Post Office regulations

United States Postal Service regulations require that your meter must be audited at regular intervals (currently set at 90 days). For your convenience an audit is automatically performed each time you add postage.

If you do not add postage or perform an audit within a 90 day period, a "**PO LOCKOUT**" message is displayed on the meter and postage printing is disabled. To clear the lockout, simply press the ⏻ key and a **CLEAR LOCKOUT** transaction will be processed via the modem connection. When the transaction is completed, postage printing is enabled for another 3 months.
See Clear Lockout.

12.5 No Deposit Postage-On-Call Account

No Deposit Postage-On-Call® Accounts do not require deposits to a USPS trust account. Postage and setting fees are electronically transferred direct from your bank account when you reset your meter. If you have a No Deposit Postage-On-Call® Account, *do not send checks for postage to the USPS trust account bank.*
If you are interested in setting up a No Deposit Postage-On-Call® Account, call the Neopost Help Desk for information.

12.6 Standard Deposit Postage-On-Call Account

Standard Postage-On-Call accounts are prefunded and require that money be in your USPS trust account to add postage to your meter. After using the **Neopost Postage-On-Call**® system to add money to your meter, your account decreases by the amount of the postage added plus any applicable **POC** transaction service charge. Remember to deposit sufficient funds to cover all service charges in addition to your planned setting withdrawals.
Upon receipt of the check, your **POC** account will be credited with your deposit (allow 4 to 6 working days for the check to be received and posted).

Send only your POC deposit, Do Not include any other payments to Neopost along with your check for postage.

Maintaining your account   *69*

- **Checks**
  Make your check out to **United States Postal Service**, and write your **POC** account number on the check.

- **Deposit Slips**
  Always enclose your preprinted deposit slip with your check. This will assure the fastest and most accurate bank processing. You will receive a package of 24 personalized deposit slips in the mail shortly after setting up your POC account. Replacements are re-ordered automatically when you submit your 20th deposit slip with your check.

- **Where To Mail Your Deposit**
  There are three regional USPS Trust Account Lock Boxes to facilitate faster receipt of your deposit checks: **PA** - Pennsylvania, **IL** - Illinois and **NV** - Nevada. Refer to the reference table on the next page for the correct lock box for your zip code.

12.7 USPS Trust Account Regional Remittance Lock Boxes

	PA	IL	NV

PA

Regular Mail
CMRS-POC
P.O. Box 7247-0255
Philadelphia, PA 19170-0255

Overnight Mail
Citibank Delaware
 Attn: Lockbox #0255
1615 Brett Road
New Castle, DE 19720

IL

Regular Mail
CMRS-POC
P.O. Box 0575
Carol Stream, IL 60132-0575

Overnight Mail
Citibank Services
Attn: Lockbox #0575
8430 W. Bryn Mawr Ave.
3rd Floor
Chicago, IL 60631

NV

Regular Mail
USPS/Neopost
P.O. Box 4715
Los Angeles, CA 900096-4715

Overnight Mail
Postmaster Relationship-
Lockbox Processing Mgmt.
Attn: (4715) Neopost
5860 Upland Way
Culver City, CA 90230

Wire Transfers To:
 Citibank
 CMRS / Neopost
 Account # 4067-8625
 Routing # 021000089

Detail Payment Field: POC Account #

ACH Transfers To:
 Citibank
 CMRS / Neopost
 Account # 4067-8625
 Routing # 021000089

Format CCD plus
Addenda Format:
REF*IC*xxxxxxx   *[xxxxxxx=your POC Acct #]*
or
NTE*ALL*xxxxxxx   *[xxxxxxx=your POC Acct #]*

12.8 Zip Code to Regional Remittance Lock Box Reference Table (Use first 3 digits of zip code)

Zip Code	Mail To	Zip Code	Mail To	Zip Code	Mail To	Zip Code	Mail To
004	PA	117-139	PA	267	PA	889-898	NV
0010-011	IL	140-147	IL	268-279	IL	900-906	IL
012	PA	148-149	PA	280-282	PA	907-916	NV
013-022	IL	150-154	IL	283-286	IL	917-918	IL
023-026	PA	155	PA	287-289	PA	919-922	NV
027-035	IL	156	IL	290-296	IL	923-931	IL
036-037	PA	157-159	PA	297	PA	932-939	NV
038-049	IL	160-165	IL	298-316	IL	940-941	IL
050-066	PA	166	PA	317-319	PA	942	NV
067	IL	167	IL	320-816	IL	943-944	IL
068-089	PA	168-199	PA	820-831	NV	945-948	NV
100-104	IL	200-208	IL	832-847	IL	949	IL
105-109	PA	209-219	PA	850-855	NV	950-953	NV
110-114	IL	220-253	IL	856-857	IL	954-955	IL
115	PA	254	PA	859-884	NV	956-969	NV
116	IL	255-266	IL	885	IL	970-999	IL

13. MEMORY FUNCTIONS

Frequently used print combinations may be pre-programmed as a memory function, five preset memory slots are available for selection.

13.1 Saving a Memory Function

Setup your preferred print combination, then press about 5 seconds the Ⓜ key, the following screen will now be observed:

```
 MEMORY SAVE
                         1   M1
                         2   M2
                         3   M3
                         4   M4
                         5   M5
   ESCAPE      EDIT         ▲ ▼            SAVE
```
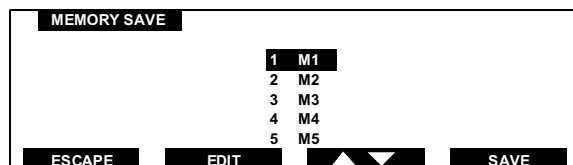
Select the Job Memory in which you wish to save your program. If you want to enter a name, press ▮ EDIT ▮. You will then be prompted to enter a name for your Job Memory
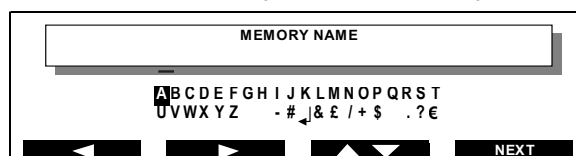
```
                 MEMORY NAME


     ─
     ▮A▮B C D E F G H I J K L M N O P Q R S T
     U V W X Y Z    - # ↵ & £ / + $    . ? €
       ◄            ►            ▲ ▼         NEXT
```

Use the ◄ , ► and ▲▼ keys to move the cursor to the character to be defined.

The ▮NEXT▮ key is used to confirm selection and move the cursor to the next character.

To delete a character press Ⓒ .

To enter a number in the Memory Name, use the numeric keypad.
To return to the previous screen with the Memory Name unchanged press Ⓒ .

To confirm your entry, press ⓄⓀ.

This operation will overwrite the previous memory setting.
Press ▮ SAVE ▮ to confirm.
To return to **Ready Mode** press ▮ ESCAPE ▮.

72 Memory functions

13.2 Recalling a Memory Function

From **Ready Mode**, press (shortly) the (M) key to display the **MEMORY RECALL** screen; a list of memories will now be observed:

```
MEMORY RECALL

                    1   M1
                    2   M2
                    3   M3
                    4   M4
                    5   M5
    ESCAPE                ▲ ▼            OK
```
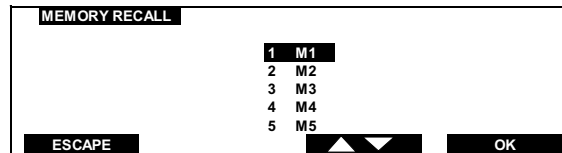
Using the ◢◣ key or the appropriate numerical key, move the cursor to make your memory recall selection.
To confirm your selection, press OK .
To return to **Ready Mode**, press ESCAPE .

14. SUPERVISOR SETTINGS

14.1 Introduction

In **Supervisor Mode**, the supervisor can access all machine functions, except postage printing. Navigation procedure from screen to screen is the same as in the user mode, except that the supervisor mode includes a number of extra configuration function keys. By definition, the supervisor has free access to all the departments and as such he/she is not prompted by the machine to enter any code after the Supervisor Code has been entered.

For security purposes, only a supervisor or other responsible person should be permitted to make changes to these settings.

14.2 ENTRY TO SUPERVISOR mode

To enter **SUPERVISOR** mode from the Standby screen:

Press the **SUPERVIS** key.
Or from the **MENU** key in **USER** Mode by selecting **SUPERVISOR**.
The prompt to **ENTER SUPERVISOR PIN** will be observed:
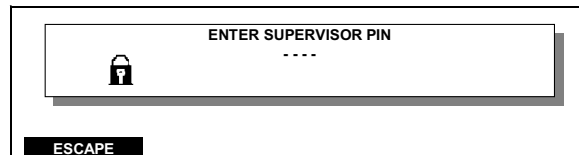
Enter the Supervisor **PIN**.

If an incorrect **PIN** is entered the machine will continue to prompt for
SUPERVISOR PIN Entry until the correct **PIN** is used.

Having successfully entered Supervisor Mode, the **SUPERVISOR**
screen will be observed:

The following functions may be accessed directly from the **Supervisor Ready** screen:

SECURITY & DEPT : allows the supervisor to access the department setup and security functions.

REGISTERS : provides access to registers

LOAD FROM MEMORY CARD : enables supervisor to enter data to the machine memory e.g. Advert Cards, Rate Cards (When postal rates change) and Town Cards (When you change location).

SETUP : allows access to machine setup.

14.3 Departments control

In Non-Departmental Operating mode, all values are assigned to **Department 0**.

In Departmental mode IJ40 has 35 departments, while IJ50 has 45 departments (option 1) or 100 (option 2), and IJ60 has 50 departments (option 1) or 150 (option 2) available for assignment by the supervisor.

From the **SUPERVISOR** menu, move the cursor to option **1 SECURITY & DEPT**.

Press ▮ OK ▮ to confirm.

The following screen will now be observed:

```
┌──────────────────────────────────────────────┐
│ SECURITY & DEPT                                │
│                                                │
│ 1   STATUS                   DISABLED          │
│ 2   SETUP DEPT                                 │
│ 3   DEPARTMENT SELECTION     PICK UP FROM LIST │
│ 4   LAST RESET ALL DEPT      00/00/00          │
│ 5   USER PIN                 0000              │
│   ESCAPE        ▲          ▼            OK     │
└──────────────────────────────────────────────┘
```

The following functions may be accessed directly from the **Departments Control** screen:
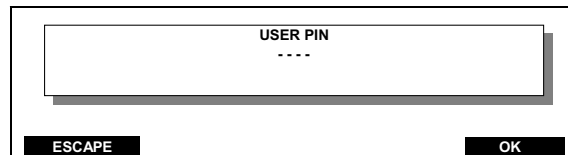
STATUS   : allows supervisor to enable
                                  Departmental operation.

SET UP DEPT   : allows supervisor to setup
                                  Departments.

DEPARTMENT SELECTION : allows supervisor to select the
                                  department.

LAST RESET ALL DEPT   : allows supervisor to reset All
                                  Registers to zero.

USER PIN   : allows supervisor to set the 4
                                  digit User PIN.

USER STATUS   : allows supervisor to set the
                                  User Status.

☞ *When in Departmental Operating Mode access to Non-Departmental Operating Mode (Department 0) is disabled.*

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14.3.1 Changing the User PIN

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to **2 USER PIN** and press `OK` to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────┐
│               USER PIN                   │
│                - - - -                   │
│                                          │
│                                          │
│                                          │
│ ESCAPE                              OK   │
└─────────────────────────────────────────┘
```
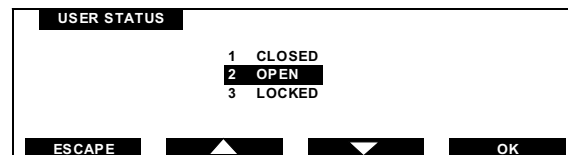
To return to the previous screen with the User PIN unchanged, press `ESCAPE`.

To change the User PIN, enter the new 4 digit value, then press `OK` to confirm.

To return to the **SUPERVISOR** screen press `ESCAPE`.

SETTING THE USER STATUS

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to **6 USER STATUS** and press `OK` to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────┐
│ USER STATUS                              │
│                                          │
│              1   CLOSED                  │
│              2   OPEN                     │
│              3   LOCKED                   │
│                                          │
│ ESCAPE       ▲        ▼           OK     │
└─────────────────────────────────────────┘
```

To return to the previous screen with the User Status unchanged, press `ESCAPE`.

Using the ▲ and ▼ keys, or the appropriate number key, make your selection and press `OK` to confirm.

To return to the **SUPERVISOR** screen, press `ESCAPE`.

"LOCKED" will appear if you enter more than 8 bad codes.

To unlock, select "OPEN" and press `OK`.

14.3.2 To Assign a Department

From the **SECURITY & DEPT** menu, move the cursor to STATUS. Press ▊ OK ▊ to confirm.

The following screen will be observed:

```
STATUS

            1   DISABLED
            2   ENABLED




ESCAPE        ▲          ▼          OK
```

Using the ▊▲▊ and ▊▼▊ keys, or the appropriate number key, move the cursor to ENABLED and press ▊ OK ▊ to confirm, you will be returned to the **SECURITY & DEPT** screen with the status changed to **ENABLED**.

```
SECURITY & DEPT

1   STATUS                  ENABLED
2   SETUP DEPT
3   DEPARTMENT SELECTION     PICK UP FROM LIST
4   LAST RESET ALL DEPT      00/00/00
5   USER PIN                 0000
ESCAPE        ▲          ▼          OK
```

Using the ▊▲▊ and ▊▼▊ keys, or the appropriate number key, move the cursor to **SET UP DEPT** and press ▊ OK ▊ to confirm.

The following screen will be observed:

```
SET UP DEPT
            1   DEPT 1        C




        ▼
ESCAPE        ▲          ▼          OK
```

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Again using the ▲ and ▼ keys, or the appropriate number key, move the cursor to the Number you wish to set and press OK to confirm, the **DEPARTMENT SETTINGS** screen for the selected department will be observed:

```
┌─────────────────────────────────────────────┐
│ DEPT SETTINGS                                 │
│                                               │
│         1   DEPT NAME          NONE           │
│         2   DEPT CODE          1              │
│         3   DEPT PIN           0000           │
│         4   STATUS             CLOSED         │
│         5   LAST RESET         00/00/00       │
│   ESCAPE          ▲          ▼          OK    │
└─────────────────────────────────────────────┘
```

To set a **Department Name**, move the cursor to **DEPT NAME** and press OK to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│              DEPT NAME                        │
│                 -                             │
│                                               │
│     A B C D E F G H I J K L M N O P Q R S T   │
│     U V W X Y Z    - # ↵ & / + $ ' . ? ,      │
│      ◄          ►          ▲▼          NEXT   │
└─────────────────────────────────────────────┘
```

Use the ◄ , ► and ▲▼ keys to move the cursor to the character to be defined.

The NEXT key is used to confirm the selection and move the cursor to the next character. To delete a character press C .

To enter numbers in the text use the numeric keypad, you do not need to press the NEXT key to confirm selection when entering numbers.
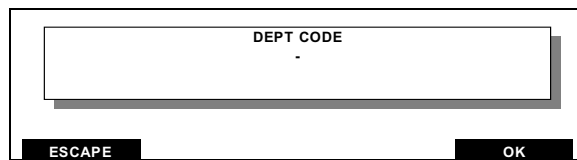
A department name is limited to 16 characters including spaces.

To return to the previous screen with the Department Name unchanged press C until the screen changes to the previous one.

To confirm your entry press OK.

To Change a Department Name, select **DEPT NAME** as described above.

Using the Ⓒ key, delete characters of the old Department Name. Press Ⓒ as many times as required to erase the Department Name completely, then enter the new name as previously detailed.
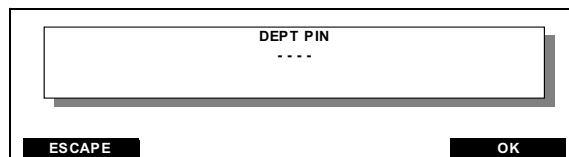
To set a Department Code, move the cursor to **DEPT CODE** and press ■OK■ to confirm, the following screen will be observed:

```
                    DEPT CODE
                        -



  ESCAPE                                    OK
```

Using the numerical keypad enter/change the account number, press ■OK■ to confirm.

To return to the previous screen with account number unchanged press ESCAPE .

To set a Department PIN, move the cursor to **DEPT PIN** and press ■OK■ to confirm, the following screen will be observed:

```
                    DEPT PIN
                     - - - -



  ESCAPE                                    OK
```

To change the Department PIN, enter the new value, then press ■OK■ to confirm.

To return to the previous screen with the Department PIN unchanged, press ESCAPE .

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To Change the Department Status, move the cursor to **STATUS** and press ▮ OK ▮ to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────┐
│ STATUS                                    │
│                                           │
│                    1   CLOSED             │
│                    2   OPEN               │
│                    3   LOCKED             │
│                                           │
│ ESCAPE        ▲            ▼         OK    │
└─────────────────────────────────────────┘
```

Using the ▮▲▮ and ▮▼▮ keys, or the appropriate number key, move the cursor to **OPEN** and press ▮ OK ▮ to confirm.

To Reset the Department Registers, move the cursor to **LAST RESET** and press ▮ OK ▮ to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────┐
│                                           │
│       DEPT DATA WILL BE ERASED            │
│                                           │
│                                           │
│                                           │
│ ESCAPE                       CONTINUE      │
└─────────────────────────────────────────┘
```

To return to the previous screen with data unchanged, press ▮ESCAPE▮.

To reset current Department Data to zero, press ▮ OK ▮ to confirm, the following screen will now be observed with the current date displayed as **LAST RESET**:

```
┌─────────────────────────────────────────┐
│ DEPT SETTINGS                             │
│                                           │
│        1   DEPT NAME          NONE        │
│        2   DEPT CODE          1           │
│        3   DEPT PIN           0000        │
│        4   STATUS             OPEN        │
│        5   LAST RESET         03/03/02    │
│ ESCAPE        ▲            ▼         OK    │
└─────────────────────────────────────────┘
```

Your Department is assigned and ready for use.
To return to the **SUPERVISOR** screen press ▮ESCAPE▮.

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14.4 IJ40/50/60 machine setup menu

The **SETUP** menu provides access to the following supervisor functions :

1. High Value

A High Value Warning will be displayed in User Mode when a value exceeding or equal to the High Value threshold is selected, this value may be changed (Default High Value set to $1.00)

2. Low Credit

The Low Credit Warning will be displayed in User Mode when the credit level falls below or equal to the Low Credit threshold, this value may be changed (Default Low Credit value set to $50.00)

3. Time

The machine clock is set to local time, the year cannot be changed, however to facilitate Summer/Winter time may be changed.

4. Sleep Mode

If the machine is left for a period of time it will automatically return to Sleep Mode. The time out period may be changed (Default Sleep Mode time out set to 5 minutes)

5. Motor Timeout

Controls the length of time the motors run after processing the last item of mail; for instance inserter timeout is set for a few minutes.

6. Key Beep

May be set to sound when a key is pressed, this setting may be changed (Default set to ON)

7. Default Stamp Value
Enables the supervisor to define a default postage value (Default Stamp Value set to $0.00).

8. Telephone Settings
The telephone numbers of the Neopost Postage-On-Call® Re-setting system and Helpdesk are stored in the mailing machine.

9. Registration
Enables Change Address, Audit and Withdrawal transactions.

10. Language
Details Language setting (Factory set to American English).

11. Report On
Enables the supervisor to determine report printing mode e.g. internal label printer, remote printer or PC (Factory set to internal label printer).

12. PC Connection
Allows the supervisor to enable or not PC LINK and/or PC ABSENT MODE.

13. Lock Keyboard

14. WP Feature
Allows the supervisor to activate WP 10 lb. (and higher), to select the appropriate geographic code and (optional) to activate the differential weighing.

MACHINE SETUP

From the **SUPERVISOR** menu, move the cursor to the **SETUP** option.
Press [OK] to confirm.
The following screen will now be observed:

```
SETUP
1  HIGH VALUE              $10.00⁰
2  LOW  CREDIT             $50.00⁰
3  TIME                      09.50
4  SLEEP MODE                    5
5  MOTOR TIMEOUT              LONG

ESCAPE        ▲          ▼          OK
```

High Value

From the **SETUP** screen select **HIGH VALUE** and press [OK] to confirm, the following screen will be observed:

```
HIGH VALUE
$ 0.00

ESCAPE                        OK
```

To return to the **SETUP** menu with the original value unchanged, press [ESCAPE] .
To change the High Value, enter the new value (with no point or comma, e.g. 100 corresponds to $1.00), then press [OK] to confirm.
To return to the **Supervisor Ready** screen, press [ESCAPE] twice.

Low Credit

From the **SETUP** screen select **LOW CREDIT** and press [OK] to confirm, the following screen will be observed:

```
LOW  CREDIT
$ 0.00

ESCAPE                        OK
```
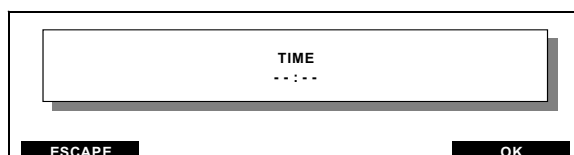
To return to the previous screen with the original value unchanged, press `ESCAPE` .

To change the Low Credit Threshold, enter the new value (with no point or comma, e.g. 5000 corresponds to $50.00), then press `OK` to confirm.

To return to the Supervisor Ready screen press `ESCAPE` twice.

Time

From the **SETUP** screen select **TIME** and press `OK` to confirm, the following screen will be observed:

```
                    TIME
                   - - : - -



 ESCAPE                              OK
```
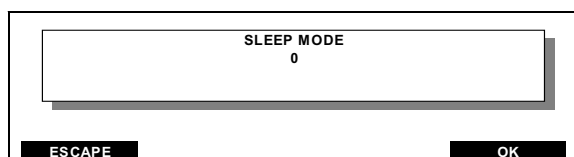
To return to the previous screen with the Time Setting unchanged, press `ESCAPE` .

To change the Time Setting, enter the new value, (with no point or comma, e.g.:1345 corresponds to 1.45 pm, maximum variance $\pm$ 3hours), then press `OK` to confirm.

To return to the **Supervisor Ready** screen, press `ESCAPE` twice.

Sleep Mode

From the **SETUP** screen, select **Sleep Mode** and press `OK` to confirm, the following screen will be observed:

```
                 SLEEP MODE
                     0


 ESCAPE                              OK
```

To return to the previous screen with the original value unchanged,, press `ESCAPE` .

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To change the Sleep Mode time period, enter the new value (with no point or comma, e.g. 5 corresponds to 5 minutes), then press ▣ OK ▣ to confirm.

To return to the **Supervisor Ready** screen press ▣ESCAPE▣ twice.

Key Beep

From the **SETUP** screen select **KEY BEEP** and press ▣ OK ▣ to confirm, the following screen will be observed:

```
KEY BEEP

                    1   ON
                    2   OFF


  ESCAPE        ▲              ▼              OK
```
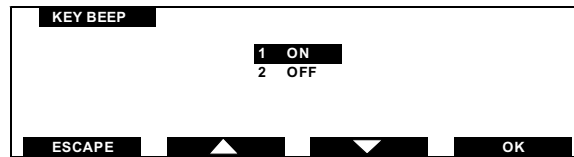
To return to the previous screen with the Setting unchanged, press ▣ESCAPE▣ .

Use the ▣▲▣ and ▣▼▣ keys to change the setting, then press ▣ OK ▣ to confirm.

To return to the Supervisor Ready screen press ▣ESCAPE▣ twice.

Default Stamp Value

From the **SETUP** screen, select **DEFAULT STAMP VALUE** and press ▣ OK ▣ to confirm, the following screen will be observed:

```
              DEFAULT STAMP VALUE
                   $0.00$_{-}^{0}



  ESCAPE                            OK
```
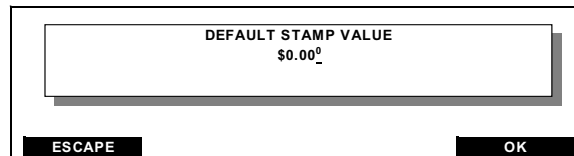
To return to the **SETUP** menu with the original value unchanged, press ▣ESCAPE▣ .

To change the **DEFAULT STAMP VALUE**, enter the new value (with no point or comma, e.g. 1000 corresponds to 1.00^0), then press ▣ OK ▣ to confirm.

To return to the **Supervisor Ready** screen press ▣ESCAPE▣ twice.

Registration

From the **SETUP** screen select **REGISTRATION** and press `OK` to confirm, the following screen will be observed:

```
REGISTRATION

     1   CHANGE ADDRESS
     2   AUDIT
     3   WITHDRAW


ESCAPE        ▲            ▼            OK
```

Change Address

If you have changed your address, call the Neopost Helpdesk at 1-800-827-4543. A customer service representative will take your information and guide you through the update procedure.

Audit

USPS regulations require that your meter must be set at least once every three months and the meter has an internal timer that tracks your reset activity. If you wish to avoid a PO LOCKOUT, you can perform an AUDIT transaction any time prior to the timer expiration. When the Audit transaction is completed, postage printing is enabled for another 3 months.

Withdraw

The Withdraw procedure is only required if you are cancelling your meter contract or if there is a technical problem with your meter. Call the Neopost Helpdesk at 1-800-827-4543 and a customer service representative will take your information and guide you through the withdraw procedure. **Your meter should always be withdrawn before returning it to Neopost.**

Telephone Settings

The telephone number of the Neopost Postage-On-Call® re-setting center is stored in the mailing machine. This is used when you want to purchase postage.

Modification of the telephone number is permitted only by the supervisor. Such a setting may be necessary in case of modification of your telephone network (for example a new prefix for an external line), or if you are advised that the Neopost Postage-On-Call® number has changed.

Telephone Number Change

From the **SETUP** screen select **TELEPHONE SETTINGS** and press ▬OK▬ to confirm, the following screen will be observed:

```
 TELEPHONE SETTINGS

    1   POSTAGE REFILL NO.            NONE
    2   HELPDESK NO.                  NONE
    3   REMOTE NO.                    NONE
    4   PREFIX                        NONE
 ▼  5   PAUSE                         0
    ESCAPE          ▲           ▼              OK
```

If you are advised of a telephone number change, move the cursor to the number to be changed (e.g. **1 POSTAGE REFILL NUMBER)** and press ▬OK▬ to confirm, the following screen will now be observed:

```
                  POSTAGE REFILLNO.
                       NONE




    ESCAPE                              OK
```

To return to the **SETUP** menu with the telephone number unchanged, press ESCAPE .

Or enter the new number using the numeric key pad, then press ▬OK▬ to confirm.

Changes to Prefix, Pause, Dialing method, Tone Detect and Dial Delay Settings

PREFIX If your outside line is routed through a switchboard, telephone numbers must be prefixed by the appropriate outside line digit (for most systems this is a 9 or a 0).
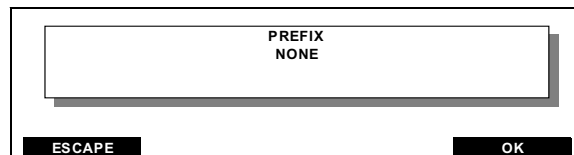
PAUSE With some telephone networks it may be necessary to enter a pause between the outside line digit and the telephone number.

DIALING METHOD You can choose the type of dialing.

TONE DETECT You may wish to wait for a dial tone to be detected before dialling out.

DIAL DELAY You may wish to enter a delay between dialing attempts (in seconds).

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to make a selection and press ▇ OK ▇ to confirm, the following typical screen will be observed:

```
                    PREFIX
                     NONE



   ESCAPE                              OK
```

Using the numerical key pad enter your prefix and press ▇ OK ▇ to confirm.
Or, to return to the **TELEPHONE SETTINGS** screen with the prefix unchanged press ▇ ESCAPE ▇ .

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14.5 Memory Cards

The following memory cards are currently available from Neopost:
> **Slogan Cards (one message per card)**
> **Rate Card (when postal rates change)**

14.5.1 How To Load Data Using a Memory Card

The following example illustrates the loading of a slogan/message, (remember only 2 slogans/messages can be stored in the machine at any one time in addition to the 7 preloaded slogans).

1.   From the **SUPERVISOR** screen select **LOAD FROM MEMORY CARD** and press ▬ OK ▬ to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│                                              │
│              INSERT CARD                     │
│                                              │
│                                              │
│                                              │
├─────────────────────────────────────────────┤
│  ESCAPE                              OK       │
└─────────────────────────────────────────────┘
```
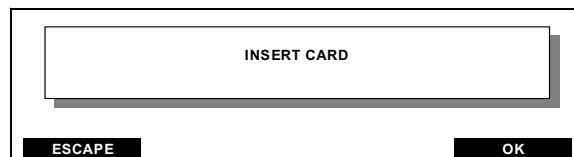
Insert the memory card face uppermost into the card reader, on the right hand side of the machine as illustrated:
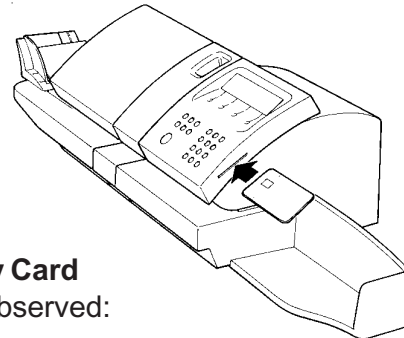
2.   Press ▬ OK ▬ to confirm.

The prompt to load the **Memory Card Message/Slogan** will now be observed:

```
┌─────────────────────────────────────────────┐
│ LOAD FROM MEMORY CARD                        │
│                  1     SLOGAN   1            │
│                                              │
│                                              │
├─────────┬────────┬────────┬─────────────────┤
│ ESCAPE  │   ▲    │   ▼    │        OK        │
└─────────┴────────┴────────┴─────────────────┘
```
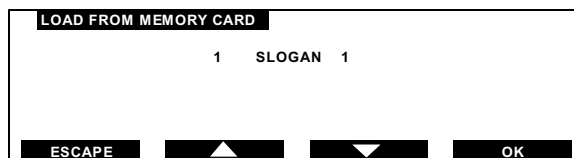
To return to the previous screen press ESCAPE .

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05/11/2004   *IJ40-0010-91/A*

3.   Press ▮ OK ▮ to initiate the downloading operation:
On completion of the downloading process the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│  ┌───────────────────────────────────────┐  │
│  │     LOADING FROM MEMORY CARD          │█ │
│  │        LOADING COMPLETE               │█ │
│  │                                       │█ │
│  └───────────────────────────────────────┘  │
│                                              │
│ ▐ ESCAPE ▌                                   │
└─────────────────────────────────────────────┘
```
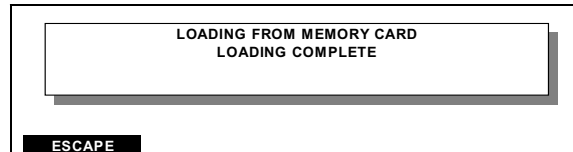
14.5.2 How To Replace Data Using a Memory Card

Repeat operations 1 and 2 then:
Press ▮ OK ▮ to confirm.
The following display will now be observed:

```
┌─────────────────────────────────────────────┐
│ ▐ REPLACE FILE ▌                             │
│            1     SLOGAN   1                   │
│            2     SLOGAN   2                   │
│                                              │
│ ▐ ESCAPE ▌  ▐  ▲  ▌  ▐  ▼  ▌       ▐ OK ▌    │
└─────────────────────────────────────────────┘
```
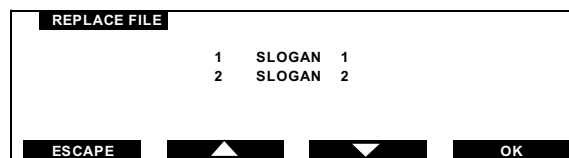
If you do not wish to replace a file, press ▮ESCAPE▮ twice to return to the **Supervisor Ready** screen.
If you wish to replace a file, use the ▮▲▮ and ▮▼▮ keys, or the appropriate number key to move the cursor to the message/ slogan to be replaced.
Now press ▮ OK ▮ to initiate the downloading operation.
On completion of the downloading process, the following screen will be observed:

```
┌─────────────────────────────────────────────┐
│  ┌───────────────────────────────────────┐  │
│  │     LOADING FROM MEMORY CARD          │█ │
│  │        LOADING COMPLETE               │█ │
│  │                                       │█ │
│  └───────────────────────────────────────┘  │
│                                              │
│ ▐ ESCAPE ▌                                   │
└─────────────────────────────────────────────┘
```

To return to the **Supervisor Ready** screen press ▮ESCAPE▮ twice.

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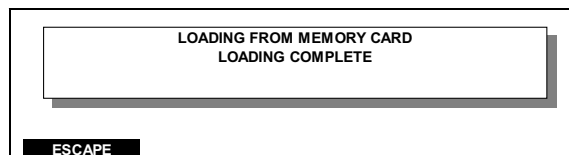
15.   REPORTS

Supervisor Reports can be printed using the mailing machine's self adhesive label printer or by connection to an approved external printer. Your IJ40/50/60 has been factory set for internal (**LABEL**) printing, to select external (**PRINTER**) printing, see below.

15.1 Typical Reports

```
               DEPARTMENT REGISTERS
DEP NAME       TOTAL           ITEMS
MARKETING      $235.67           759
R & D          $27.12             69
ACCOUNTS       $8.52              18
SALES          $107.52           512
```

15.2 Printing a Report

Starting from the **SUPERVISOR** menu, move the cursor to the **REGISTERS** option.
Press � OK to confirm.
The following screen will now be observed:

```
REGISTERS

   1   SET-UP
   2   MAIN REGISTERS
   3   EVENTS
   4   WEIGHING PLATFORM REPORT
   5   DEPARTMENT REGISTERS
 ESCAPE        ▲          ▼           OK
```

Using the ▲ and ▼ keys, or the appropriate number key, select a register option from the list and press ▄OK▄ to confirm. e.g. 5 DEPARTMENT REGISTERS:

```
┌──────────────────────────────────────────────┐
│ DEPARTMENT REGISTERS                           │
│                                                │
│ DEPT NAME           DEPT NO          POSTAGE   │
│                                        ITEMS   │
│                                                │
│ DEPT 1                                 0.000   │
│              00/00/00                      0   │
│   ESCAPE          ▲           ▼         PRINT  │
└──────────────────────────────────────────────┘
```

To print a register press ▄PRINT▄, if the method of print is set to **LABELS** (Internal), the prompt to FEED LABEL will be observed:

```
┌──────────────────────────────────────────────┐
│                                   REPORTS      │
│                                                │
│              ▧▧▷     1 0        03/19/02      │
│                                                │
│                   ⧖                            │
└──────────────────────────────────────────────┘
```

Press ((START STOP)) .

When report printing is initiated, the screen will display a label icon with a block/label number alongside. This number decrements as report printing progresses, (nine department label blocks for IJ40, twelve for IJ50), plus one label containing the user report).

On completion of printing, the **DEPARTMENT REGISTERS**. screen will be observed.

If the method of print is set to **EXTERNAL PRINTER**, please refer Printing with External Printer below.

☞ *To change the method of print please refer to Setting the Print Destination below.*

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Press **ESCAPE** to return to the **REGISTERS** screen.
To return to **SUPERVISOR** screen press **ESCAPE** twice.

15.3 Setting the Report Destination

From the **SETUP** screen select **REPORT ON** and press **OK** to confirm, the following screen will be observed:

```
┌─────────────────────────────────────────────────┐
│ REPORT ON                                        │
│                                                  │
│              1   LABEL                           │
│              2   EXTERNAL PRINTER                │
│                                                  │
│                                                  │
│  ESCAPE         ▲            ▼            OK     │
└─────────────────────────────────────────────────┘
```

Using the ▲ and ▼ keys, or the appropriate number key, move the cursor to make a selection and press **OK** to confirm. Or, to return to the **SETUP** screen with the print destination unchanged press **ESCAPE** .

15.4 Printing with External Printer

Before proceeding to print registers using an external printer ensure that the printer lead is connected to the Upper Accessory Port at the back of the machine, (please refer to "Controls and Features") and that the printer power lead is connected to an adjacent power outlet.
Set the printer to **ON** and the status to **ONLINE**.
From your selected registers screen, press **PRINT**, the **WAIT** screen will now be observed:

```
┌─────────────────────────────────────────────────┐
│                                                  │
│      ⌛                                           │
│                                                  │
│                                                  │
└─────────────────────────────────────────────────┘
```

After a short period of time, the screen will return to **DEPARTMENT REGISTERS** and the registers will have been printed.

Reports   *95*

☞ *There is no external printer feedback to your mailing ma-chine, therefore If the department registers screen does not re-appear after a few seconds and the printer does not print, re-check all printer connections and ensure that the printer status is set to ONLINE.*

16.   TROUBLE SHOOTING

PROBLEM	SOLUTION
IJ40/50/60 will not start:	Is the IJ40/50/60 connected to the power supply? Is the main power outlet switch set to ON? Is the machine Top Cover properly closed? Check plug fuse (5A). Check machine fuse (1.6A).
The printer does not operate:	Is the printer switched to ON? Is the printer connected to the power supply? Is the main power outlet switch set to ON? Check plug fuse. Have you selected the correct print mode? (please see "Setting the report destination").
The Autofeed does not operate	Check the connection to the IJ40/50/60 (please see "Machine connections").
The machine does not print:	Check that you have made the correct Print Mode Selection (please see "Printing options"). Did you remove the protective tape from the Ink Cartridge before fitting? (please see "Replacing an ink cartridge").
Poor print quality:	Clean the Inker (please see "Cleaning the ink cartdridge").
Envelopes not fed properly or fed double:	Autofeed incorrectly loaded (please see "Postage printing with autofeed").

Trouble shooting   *97*

PROBLEM	SOLUTION
Labels do not feed properly:	Avoid leaving the labels in the machine for too long. Avoid overloading the dispenser (50 max).
The scale does not communicate with the machine:	Check the scale connection (please see "Machine connections").
PC connection link	In supervisor mode: 1) check your PC connection parameters; 2) - check your MMII PC application is open on your PC - check your physical connection between the PC and the mailing machine. - switch OFF and ON your mailing machine to reboot the link.

17. QUICK REFERENCE GUIDE

HOW TO

- Department/User — USER ▶ To Choice OK
- Enter PIN (e.g. 1 2 3 4) — (1)(2)(3)(4)
- Set Value (e.g. $95¢$ cents) — (9)(5)(0) OK
- Confirm High Value (e.g. 12.50) — (1)(2)(5)(0)(0) OK
- Set Print Mode — MODE ▶ To Choice OK
- Select Slogan — IMPRINT ▶ Advert OK
- Select Text Message — IMPRINT ▶ Text Message OK
- Advance Date — IMPRINT ▶ Date Advance OK
- Are you sure — OK
- Print Label — (9)(5)(0) OK [Label Quantity] OK
- Recall Memorised Jobs — M ▶ Memory Recall OK ▶ Memory 1 or 2 OK
- Recredit (e.g. $100.00) — O (1)(0)(0) OK
- Display Registers — MENU ▶ Registers OK
- To Print Registers — As Registers PRINT ESCAPE ▶ To Choice OK
- To Choice OK ESCAPE
- To Choice OK ESCAPE
- Advanced Date OK ESCAPE
- START STOP
- ESCAPE

18. INTERNATIONAL LETTER POST COUNTRY CODE CHART

COUNTRY TO RATE GROUP REFERENCE TABLE

Country	Rate Group	Country	Rate Group	Country	Rate Group
A		Chad	5	Great Britain & Northern	
Afghanistan	5	Chile	5	Ireland	3
Albania	5	China	5	Greece	3
Algeria	5	Colombia	5	Greenland	3
Andorra	3	Comoros	5	Grenada	5
Angola	5	Congo, Democratic Republic of		Guadeloupe	5
Anguilla	5	the	5	Guatemala	5
Antigua & Barbuda	5	Congo, Republic of the	5	Guinea	5
Argentina	5	Costa Rica	5	Guinea-Bissau [1]	5
Armenia	5	Cote d'Ivoire		Guyana	5
Aruba	5	(Ivory Coast)	5	**H**	
Ascension	5	Croatia	5	Haiti	5
Australia	4	Cuba	5	Honduras	5
Austria	5	Cyprus	5	Hong Kong	5
Azerbaijan	5	Czech Republic	5	Hungary	5
B		**D**		**I**	
Bahamas	5	Denmark	3	Iceland	3
Bahrain	5	Djibouti	5	India	5
Bangladesh	5	Dominica	5	Indonesia	5
Barbados	5	Dominican Republic	5	Iran	5
Belarus	5	**E**		Iraq	5
Belgium	3	Ecuador	5	Ireland (Eire)	3
Belize	5	Egypt	5	Israel	3
Benin	5	El Salvador	5	Italy	3
Bermuda	5	Equatorial Guinea	5	**J**	
Bhutan	5	Eritrea	5	Jamaica	5
Bolivia	5	Estonia	5	Japan	4
Bosnia-		Ethiopia	5	Jordan	5
Herzegovina	5	**F**		**K**	
Botswana	5	Falkland Islands	5	Kazakhstan	5
Brazil	5	Faroe Islands	3	Kenya	5
British Virgin Islands	5	Fiji	5	Kiribati	5
Brunei Darussalam	5	Finland	3	Korea, Democratic People's	
Bulgaria	5	France	3	Republic of (North)	5
Burkina Faso	5	French Guiana	5	Korea, Repub. of (South)	5
Burma (Myanmar)	5	French Polynesia	5	Kuwait	5
Burundi	5	**G**		Kyrgyzstan	5
C		Gabon	5	**L**	
Cambodia	5	Gambia	5	Laos	5
Cameroon	5	Georgia,		Latvia	5
Canada	1	Republic of	5	Lebanon	5
Cape Verde	5	Germany	3	Lesotho	5
Cayman Islands	5	Ghana	5	Liberia	5
Central African Republic	5	Gibraltar	3		

100 International letter post country code chart

COUNTRY TO RATE GROUP REFERENCE TABLE

Country	Rate Group	Country	Rate Group	Country	Rate Group
Libya	5	Poland	5	Tanzania	5
Liechtenstein	3	Portugal	3	Thailand	5
Lithuania	5	**Q**		Togo	5
Luxembourg	3	Qatar	5	Tonga	5
M		**R**		Trinidad & Tobago	5
Macao	5	Reunion	5	Tristan da Cunha	5
Macedonia, Republic of	5	Romania	5	Tunisia	5
Madagascar	5	Russia	5	Turkey	5
Malawi	5	Rwanda	5	Turkmenistan	5
Malaysia	5	**S**		Turks & Caicos Islands	5
Maldives	5	St. Christopher (St. Kitts) & Nevis	5	Tuvalu	5
Mali	5	Saint Helena	5	**U**	
Malta	5	Saint Lucia	5	Uganda	5
Martinique	5	Saint Pierre & Miquelon	5	Ukraine	5
Mauritania	5	Saint Vincent & Grenadines	5	United Arab Emirates	5
Mauritius	5	San Marino	3	Uruguay	5
Mexico	2	Sao Tome & Principe	5	Uzbekistan	5
Moldova	5	Saudi Arabia	5	**V**	
Mongolia	5	Senegal	5	Vanuatu	5
Montserrat	5	Serbia-Montenegro (Yugoslavia)	5	Vatican City	3
Morocco	5	Seychelles	5	Venezuela	5
Mozambique	5	Sierra Leone	5	Vietnam	5
N		Singapore	5	**W**	
Namibia	5	Slovak Republic (Slovakia)	5	Wallis & Futuna Islands	5
Nauru	5	Slovenia	5	Western Samoa	5
Nepal	5	Solomon Islands	5	**Y**	
Netherlands	3	Somalia [11]	5	Yemen	5
Netherlands Antilles	5	South Africa	5	**Z**	
New Caledonia	5	Spain	3	Zambia	5
New Zealand	4	Sri Lanka	5	Zimbabwe	5
Nicaragua	5	Sudan	5		
Niger	5	Suriname	5		
Nigeria	5	Swaziland	5		
Norway	3	Sweden	3		
O		Switzerland	3		
Oman	5	Syrian Arab Republic (Syria)	5		
P		**T**			
Pakistan	5	Taiwan	5		
Panama	5	Tajikistan	5		
Papua New Guinea	5				
Paraguay	5				
Peru	5				
Philippines	5				
Pitcairn Island	5				

International letter post country code chart   *101*

19. ORDERING SUPPLIES

For IJ40/50/60 Meter Supplies: Order on-line at www.neopostinc.com.

                                       Call toll free 1-800-735-5343

                                       Contact your local authorized Neopost dealer

Item	Part Number
Ink Cartridge, Fluorescent Red	4105243U
Labels (single, pack of 300)	7465233-01
Use when printing meter stamps with or without advertisements	
IJ40/50/60 Postage Meter User's Guide	4127761A
Custom Advertisement Memory Cards	Call Consumable Supplies Order Desk for assistance

CONTACTING NEOPOST

Neopost Inc.
30955 Huntwood Avenue
Hayward, CA 94544-7084

www.Neopostinc.com

Customer Service Helpdesk -- 1-800-827-4543
Call for Product Questions and Technical Support

Consumable Supplies Order Desk ------------------------------------ 1-800-735-5343
Call to order meter supply items and accessories

Postage-On-Call® Automated Account Information ------------ 1-800-867-3738
Call to check Account Balance, Last Deposit or Last Meter Resetting via touch-tone telephone

Postage-On-Call® Modem Telephone Number ------------------- 1-866-296-1331
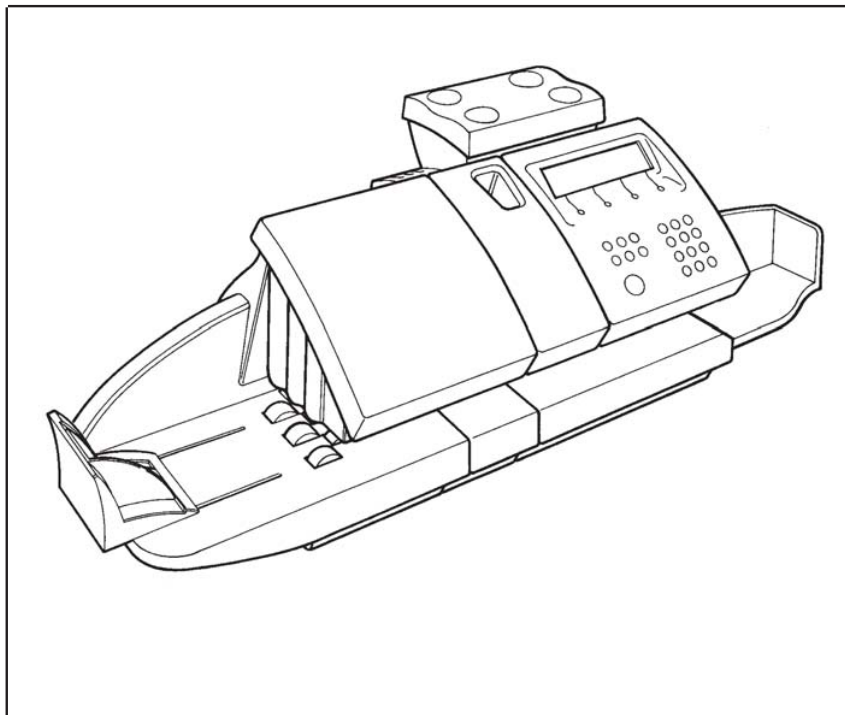Modem telephone number set up in meter

USER'S GUIDE

IJ40/50/60

MAILING MACHINE

neopost